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THE AMERICAN UNIVERSITY BULLETIN

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FEBRUARY, 1939

No. 5

THE GRADUATE SCHOOL

IN THE

SOCIAL SCIENCES

THE SCHOOL OF PUBLIC AFFAIRS

(GRADUATE DIVISION)

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ANNOUNCEMENTS FOR 1939-40



WASHINGTON, D. C.

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THE AMERICAN UNIVERSITY

THE GRADUATE SCHOOL THE SCHOOL OF PUBLIC AFFAIRS (GRADUATE DIVISION)

ANNOUNCEMENTS FOR 1939-40



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THE AMERICAN UNIVERSITY

The Graduate School in the Social Sciences

The American University, in 1935, concentrated its entire resources at the graduate level in the field of the social sciences. This decision was made in the belief that there was need for a graduate school in the Nation's capital specializing in this area.

Graduate programs leading to the degree of Master of Arts or the degree of Doctor of Philosophy are offered in Economics, Economic History, History, The Interrelations of Government and Economics, International Affairs, National Resources, Political Science, and Social Economy. Thus, it will be noted that, in addition to the work in the usual departments, sequences are available to those whose interests lie in areas which do not lend themselves to the more usual classifications.

Wherever possible, emphasis is placed on scholarly realism. The faculty has been built up with this objective in view. Facilities for research and other projects are offered in a number of the government departments. Dissertation subjects are sought which are timely and significant as well as scholarly. Extensive use is made of governmental research personnel in connection with both seminars and courses.

The School of Public Affairs (Graduate Division)

The School of Public Affairs of The American University was established in March, 1934, for the purpose of developing and coordinating a University In-Service Training Program for Federal employes, and also for the purpose of providing graduate instruction in Public Administration and undergraduate instruction in the fields of Business Administration and Public Administration.

The School's extensive offerings in the field of Public Administration are made possible by the unusual resources of Washington. Well qualified students ordinarily have the opportunity of working on projects which give them a realistic picture of the manner in which the Federal government handles administrative problems.

UNIVERSITY CALENDAR FOR 1939-40

1939

- Sept. 7-15, Thursday-Friday*—Autumn Comprehensive Examinations.
Sept. 16-20, Saturday-Wednesday—Registration in Down-town Center, 1901 F Street, N. W.
Sept. 21, Thursday—All classes begin in Down-town Center.
Oct. 4, Wednesday—Foreign Language Tests.
Nov. 11, Saturday—Armistice Day ; a holiday.
Nov. 30, Thursday—Thanksgiving Day ; a holiday.
Dec. 20, Wednesday at 10:05 P.M.—Christmas recess to Thursday, Jan. 4 at 7:35 A.M.

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- Jan. 4, Thursday*—All class work resumed.
Jan. 5-18, Friday-Thursday—Winter Comprehensive Examinations.
Jan. 11-18, Thursday-Thursday—Foreign Language Tests.
Jan. 19-25, Friday-Thursday—Mid-year examinations.
Jan. 30-31, Tuesday-Wednesday—Registration for second semester.
Feb. 1, Thursday—Second semester classes begin.
Feb. 22, Thursday—Washington's Birthday ; a holiday.
March 25-30, Monday-Saturday—Spring recess.
April 1, Monday—Last day for submitting theses.
May 1-8, Wednesday-Wednesday—Foreign Language Tests.
May 1-10, Wednesday-Friday—Spring Comprehensive Examinations.
May 23-29, Thursday-Wednesday—Final Examinations.
May 30, Thursday—Decoration Day ; a holiday.
June 2, Sunday—Baccalaureate.
June 3, Monday—Annual Commencement.
Sept. 20, Friday—Academic Year, 1940-41 begins.

THE GRADUATE SCHOOL

The Graduate School offers programs leading to the degrees of Master of Arts and Doctor of Philosophy.

The program of the Graduate School, which is concentrated in the fields of the social sciences, is conducted chiefly at the University's Down-town Center, 1901-1907 F Street, Northwest. These buildings are located in the heart of the government area.

The University has a small working library at the Down-town Center in the field of the social sciences. In addition, the University has working relations with many of the specialized libraries in Washington which enable it to obtain materials on loan. Actual research work is usually carried on in the Library of Congress, in the libraries maintained by the departments of the government, or in other private specialized libraries.

The Faculty

The faculty consists of all those above the rank of assistant giving instruction or devoting full time to research in the Graduate School. The faculty is ultimately responsible for the educational program of the School. The administration and development of the School is democratically conducted, and all faculty members—whether full-time or part-time—share in the formation of its policies.

Purpose of Graduate Studies

The program of graduate studies in The American University has for its aim the development of the scholarly attitude and the extension of existing frontiers of knowledge. In addition to these objectives, the peculiar advantages of location in Washington make it possible to develop in students a quality of scholarly realism which is ordinarily obtainable with difficulty in a less favorable environment. Outstanding scholars in the government service, many of whom have served on university faculties, are included in the faculty for this purpose, and they make an especially significant contribution to graduate study.

Courses of Study at the Graduate School

The program of each student is made up with his individual objectives in mind, and may include work in several related areas. For convenience in description the courses are grouped into the fields in which they primarily fall. The fact that a course is listed in one field does not preclude its appropriate inclusion in the program of a student in another field.

The courses and seminars at The American University Graduate School are of three main types:

1. *Basic general courses designed to serve more or less directly all fields.* These include such courses as Evolution of Economic Institutions; Backgrounds of Public and Business Administration; Economics and Technology; Development of American Culture; Development of European Culture; Public Opinion; National Government; American Communities; History of Economic Thought; and Recent American History.

2. *Specialized courses and seminars.* These specialized courses and seminars at both an intermediate and advanced level usually focus upon a problem of current importance and explore the whole situation which comes to a focus in that problem.

3. *Advanced seminars, primarily for persons holding responsible positions in the government service, but to which specially qualified graduate students are admitted.*

ADMISSION REQUIREMENTS

Admission to Candidacy for the Degree of Master of Arts

A student who desires to become a candidate for the degree of Master of Arts at The American University is expected to comply with the following requirements:

1. He must be a graduate of an accredited liberal arts college or of a recognized degree-granting professional school, such as a school of agriculture, engineering, forestry, or business administration.

2. His previous scholastic record in connection with his undergraduate program, as shown by an official itemized transcript to be filed with the Registrar, must indicate his ability to undertake work at the graduate level.

3. Ordinarily the student must have completed, as an undergraduate, at least 24 semester hours of B average in the field in which he expects to take his degree. If his program has been deficient in courses relating to the special field which he plans to enter as a graduate student, he must make up the deficiency. Work which falls outside the undergraduate department corresponding to the department or field

in which the student proposes to carry on graduate work may be accepted within the 24-hour minimum, only if it is the opinion of the Committee on Admissions and the student's adviser that the work provides an appropriate foundation for the program which he proposes to follow.

4. A transfer student from another graduate school of recognized standing must have demonstrated his ability to carry graduate work at the institution from which he is transferring.

Admission for Graduate Study Leading to the Degree of Doctor of Philosophy

A student desiring to work for the degree of Doctor of Philosophy at The American University is expected to comply with the following requirements:

1. His previous scholastic record, as shown by an official itemized transcript of all undergraduate and graduate work, must indicate his ability to do satisfactory work at the graduate level in his specialized field.

2. After the student has completed 12 semester hours of graduate work at The American University he should apply for formal approval of his candidacy for the degree of Doctor of Philosophy. Admission to candidacy will be granted only on the basis of a careful appraisal of the student's scholastic and professional work. Such appraisal may include a qualifying oral or written examination.

Admission for Graduate Study But Not as a Candidate for a Degree

A student who is interested in taking specific courses for credit at the Graduate School of The American University, but who is not a candidate for a degree, must comply with the following requirements:

1. He must show, by filing with the Registrar an official itemized transcript, that he has graduated from an accredited college or professional school.

2. His previous scholastic record or his professional experience must indicate ability to undertake the courses in question.

Admission as a Visitor or Auditor

Permission to register as a visitor or auditor without credit will be given to a limited number of persons. Persons who register as visitors can be given only a statement of attendance.

A visitor may change his status to that of a student working for credit up to October 16th during the first semester, and up to February 16th during the second semester.

GRADUATION REQUIREMENTS

Requirements for the Degree of Master of Arts

A candidate for the degree of Master of Arts must meet the following requirements for graduation before the degree can be awarded:

1. He must complete with a B average at least 30 semester hours of graduate work, including a thesis, in residence at The American University. Of the 30 hours, 6 hours may be assigned as credit for the thesis.

2. He must satisfy such requirements in the tools of research as may be deemed essential to his program. Such tools may include one or more foreign languages, statistics, accounting, or other relevant techniques. The chairman of the department, after consultation with the student, recommends which tool requirements the student must meet.

If the student offers a language as his tool, he should take the examination as soon as possible after his registration; preferably at the date set in the University Calendar.

If the student offers statistics as a tool, he will be required to have completed at some accredited university, or to complete at The American University a one semester course; or to satisfy the requirement by examination.

3. He must pass (not earlier than the final semester of his residence) written comprehensive examinations covering an approved sequence of sub-fields.

4. He must present an acceptable thesis and defend it in an oral examination.

Requirements for the Degree of Doctor of Philosophy¹

A candidate for the degree of Doctor of Philosophy must meet the following requirements for graduation before the degree can be awarded:

1. He must complete with a better than B average 72 semester hours of graduate work in addition to the doctoral dissertation. (See p. 18 for system of grading.) At least 60 semester hours of this work must lie within the general field in which the student plans to take his degree.

2. He must complete with a better than B average 30 semester hours of his graduate work in residence at The American University. No credit will be given for work on the doctoral thesis in connection with the fulfillment of the residence or course hour requirement.

3. He must be able to read French and German literature in his

¹NOTE: The requirements for the degree of Doctor of Philosophy are qualitative rather than quantitative, and no definite statement of the time necessary for securing the degree can be made.

field. This requirement will include the preparation of appropriate technical vocabularies and critical bibliographies. In special cases the candidate will be permitted to substitute other languages where such languages are related to the candidate's special program and where such a substitution is recommended by the chairman of the field in which the candidate is working, and the chairman of the candidate's thesis committee.

Language examinations must be taken and passed at least one calendar year before the award of the degree; preferably at the date set in the University Calendar.

When statistics is required as an additional tool of research the candidate must complete satisfactorily a one-year course in statistics equivalent to courses 401 and 402 at The American University, and must give satisfactory evidence of competence in the handling of statistics in at least one specialized field.

4. He must pass written comprehensive examinations in his general field of studies showing distinction in certain of them. The scope of these examinations is indicated under the requirements for comprehensive examinations for each field.

5. He must pass an oral examination on his thesis and related subjects. The thesis is expected to embody the results of original research, to give evidence of sound scholarship, and to constitute a definite contribution to knowledge.

THE SCHOOL OF PUBLIC AFFAIRS

(Graduate Division)

The School of Public Affairs consists of two divisions, a graduate division and an undergraduate division.

The undergraduate division has developed programs leading toward a Bachelor of Science degree in Public Administration and a Bachelor of Science degree in Business Administration. Persons desiring detailed information relative to these programs should consult The American University undergraduate bulletin.

In addition, the undergraduate division is responsible for the administration of programs leading toward a Certificate in Public Administration and a Certificate in Business Administration. These programs are related primarily to the University's In-Service Training Programs for Federal employees. Persons interested in these programs should consult a special bulletin which is issued each year by the University in the late spring or early summer dealing with its late afternoon and evening In-Service Training Program. This bulletin also contains information of interest to undergraduate or graduate students who are working for degrees in the School of Public Affairs.

The Graduate Program in Public Administration

The Graduate Division of the School of Public Affairs is responsible for the development of the University's program in the field of Public Administration. In the development of this program the School not only places emphasis on what may be regarded as the tools of administration, but also requires a demonstration of ability to apply these tools to one or more specialized fields such as agriculture, engineering, education, social security administration, forestry, labor problems, transportation, and public utilities.

The description of courses in Public Administration beginning on page 79 will indicate the extent to which the University has developed its program in Public Administration in light of the unusual resources of Washington. Also on page 34 will be found a listing of typical theses projects which have been completed or which are underway. It will be noted that there is a realistic relationship between

these projects and the problems of administration which confront the Federal government.

The Faculty

In connection with courses dealing with the backgrounds of administration, and also in connection with the leadership of its advanced seminars, the School of Public Affairs relies on members of the University's full-time faculty. In addition, the School has adopted the practice of calling on outstanding experts in each field, and who, in many instances, have had previous teaching experience, to handle the instruction in connection with the more technical courses.

Board of Visitors

The administrative officers of the University are assisted in the development of the program for the School of Public Affairs by a Board of Visitors consisting of the following persons: Lawrence A. Appley, Director of Training, Socony Vacuum Oil Company, New York, New York; Henry C. Breck, Partner, J. & W. Seligman and Company, New York, New York; Dudley Cates, Vice-President, Commercial Investment Syndicate, New York, New York; Robert L. Johnson, President, Robert L. Johnson, Inc., Management Consultants, New York, New York; Dr. W. W. Stockberger, Special Adviser to the Secretary of Agriculture; formerly Director of Personnel, Department of Agriculture; Charles West, formerly Under-Secretary of the Interior; and Leonard D. White, Professor of Public Administration at the University of Chicago; and formerly member of the United States Civil Service Commission.

ADMISSION REQUIREMENTS

Admission to the School of Public Affairs for Graduate Study

A student who desires to be admitted to the School of Public Affairs for graduate study, but who, at present, has no intention of working for either the M.A. or Ph.D. in Public Administration must be a graduate of an accredited college of liberal arts or an accredited professional school such as schools of business administration, engineering, education, forestry, and agriculture.

A transcript of the student's undergraduate work must be filed at the time of registration.

Admission to the School of Public Affairs for graduate study does not constitute admission to candidacy for either the M.A. or Ph.D. degree. Requirements for admission to candidacy for these degrees are set forth below.

Admission to Candidacy for the Degree of Master of Arts in Public Administration

A candidate for admission to candidacy for the degree of Master of Arts in Public Administration must have met the following requirements:

1. He must have filed with the Registrar for Graduate Students an itemized official transcript of his undergraduate work showing his graduation from an accredited college or professional school.

2. He must have had his undergraduate work passed on and approved by the Committee on Admission to Graduate Standing and have made up any deficiencies in his undergraduate background as prescribed by the Committee on Admission.

Ordinarily a student who, as an undergraduate, completed at least 24 semester hours of work with an average of B in the social sciences, and who has an adequate background in political science and economics; or a student who is a graduate of a professional school will not be required to take additional work.

3. He must have passed his language examination or satisfied the requirement in statistics (See Page 7).

4. He must have completed at least 12 semester hours of work in the School of Public Affairs with an average of B.

Admission to Candidacy for the Degree of Doctor of Philosophy in Public Administration

A student desiring admission to candidacy for the degree of Doctor of Philosophy in the field of Public Administration must have met the following requirements in addition to requirements (1) and (2) listed above for candidates for the Master's degree:

1. He must have been awarded a Master's degree as a result of having followed a course of study which the Committee on Admission to Candidacy is willing to approve as also constituting satisfactory work toward a Doctor's degree in the field of Public Administration; or he must have completed 24 hours of graduate work which the Committee on Admission to Candidacy is willing to approve as constituting satisfactory work for the degree.

2. If he desires to present course work from another graduate institution to be applied toward the requirements for a Doctor's degree, he must have had this work approved by the Committee on Admission to Candidacy.

3. He must have completed at least 12 semester hours of work in the School of Public Affairs with an average of better than B.

4. He must have had his candidacy approved by the Committee on Admission to Candidacy.

Full-time Students

The School of Public Affairs reserves the right to deny admission to full-time students who meet all of its admission requirements, if, in the judgment of the administrative officers, the number already admitted makes it impossible to supervise in a satisfactory manner the work of additional students.

Visitors

The School of Public Affairs is willing to extend the privilege of visiting courses to students who do not desire to take the work for academic credit or to receive a grade. A visitor can be given only a statement of attendance.

GRADUATION REQUIREMENTS

Requirements for the Degree of Master of Arts in Public Administration

A candidate for the degree of Master of Arts must meet the following requirements for graduation before the degree can be awarded.

1. He must complete in residence at The American University 30 semester hours of course work with an average of B, and, in addition, must present an acceptable thesis.
2. He must also be prepared to pass written comprehensive examinations. These comprehensive examinations are given during the latter part of the candidate's last semester of residence. The requirements relative to comprehensive examinations are as follows:
 - (a) All candidates must take a comprehensive examination in one of the three following sub-fields: National Government; State Government; and Municipal Government.
 - (b) All candidates must take comprehensive examinations in two of the following sub-fields: Constitutional and Administrative Law; Financial Administration; Organization, Management, and Supervision; Public Personnel Management; Public Relations.
 - (c) All candidates must take a comprehensive examination relating to the application of public administration principles to a particular field such as, the fields of forestry, agriculture, engineering, national resources, education, international trade, labor relations, money and banking, and social security.
3. He must demonstrate a reading knowledge of French or German; or he must satisfy the requirement in statistics.

If the student offers either French or German as his tool of research he should take the examination as soon as possible after his registration.

If the student offers statistics as his tool of research he will be required to have completed at some accredited university or to complete at The American University a one semester course (the equivalent of Statistics 401); or to satisfy the requirement by examination.

4. He must defend his thesis in an oral examination.

Length of Time Necessary to Complete Requirements for M.A. Degree (for Full-time Students)

It is not possible for the School of Public Affairs to indicate the exact amount of time needed in order to complete requirements for the degree of Master of Arts in Public Administration. The following general statements are offered, however, as a guide to the prospective student who plans to enroll on a full-time basis.¹

1. If before coming to The American University the student has completed the program of a professional school such as schools of forestry, agriculture, engineering, social work, education and business administration; and if, in addition, he has had a successful experience in the field of Public Administration he should be able to complete the requirements for the degree within a period of 12 months.
2. If before coming to The American University the student has completed satisfactorily an undergraduate major in such fields as political science, economics, sociology, and business administration; and if, in addition, he has had a successful experience in the field of Public Administration he should be able to complete his work for the degree within a period of 12 months.
3. If a student before coming to The American University has graduated from a professional school, but has not had experience in the field of Public Administration he should ordinarily plan to spend three semesters and a summer in completing the requirements for the degree. If, however, the student finds it possible to obtain practical experience in connection with his graduate program, and to integrate this experience with his thesis, it may be possible for him to complete his work within a period of 12 months.
4. If the student before entering The American University has completed satisfactorily an undergraduate major in one of the social sciences above noted, but if he has not had successful experience in the field of Public Administration he should ordinarily plan to devote three semesters and a summer to his program. If, however, the student finds it possible to obtain practical experience in connection with his graduate program, and to integrate this experience with his thesis, it may be possible for him to complete his work within the period of 12 months.
5. If a student has had practical experience in the field of Public Administration, but has not completed an undergraduate major in one of the social sciences noted in (2) and is not a graduate of one of the professional schools noted in (1) he should ordinarily plan to devote three semesters and a summer to the program for the Master of Arts in Public Administration. If, however, it is possible for the student to integrate his experience in Public Administration with his thesis subject, he may be able to complete his requirements within a period of 12 months.

¹These statements will also be a helpful guide to part-time students but the amount of time they will spend is obviously controlled by factors which must be looked at in connection with each individual case.

6. If a student before entering The American University has not completed an undergraduate major in one of the social sciences listed in (2), and if he has not graduated from a professional school such as those listed in (1), and if he has not had successful experience in the field of Public Administration, he should ordinarily plan to spend at least two years in completing the requirements for the degree.

Requirements for the Doctor of Philosophy in Public Administration¹

A candidate for the degree of Doctor of Philosophy in Public Administration must meet the following requirements for graduation before the degree can be awarded.

1. He must complete with a better than B average 72 semester hours of graduate work in addition to the doctoral dissertation (see page 18 for system of grading). At least 60 semester hours of this work must lie within the general field of Public Administration and a field or fields of application.
2. He must complete with a better than B average 30 semester hours of his graduate work in residence at The American University. No credit will be given for work on the thesis in connection with the fulfillment of the residence requirement.
3. He must be able to read French and German literature in his field. This requirement will include the preparation of appropriate technical vocabularies and critical bibliographies. In special cases the candidate will be permitted to substitute other languages where such languages are related to the student's special program and where such substitutions are recommended by the chairman of the field in which the candidate is working and the chairman of the candidate's thesis committee.

The student will also be required to complete the requirements for statistics as a tool of research at the doctorate level. This means that he must complete satisfactorily a one-year course in statistics equivalent to courses 401 and 402 at The American University, and must give satisfactory evidence of competence in the handling of statistics in at least one specialized field.

Language examinations must be taken and passed at least one calendar year before the award of the degree.

4. He must pass written comprehensive examinations in the sub-fields listed in (a), (b), and (c) below; and in at least two sub-fields in (d).
 - (a) Governments in the United States. This field includes a study of national, state, regional, municipal, and local political institutions; and the interrelation between these units of governance. An understanding of these political institutions will require a working knowledge of Constitutional and Administrative Law as these legal forces bear upon the governmental processes. Likewise there must be an understanding of the informal controls of politics and administration such as: Public Opinion, Pressure Groups, and Political Parties if a cogent interpretation is given governmental structures and administration.
 - (b) Public Administration. He must offer one of the sub-fields in this

¹NOTE: The requirements for the degree of Doctor of Philosophy in Public Administration are qualitative rather than quantitative and no definite statement of time necessary for securing the degree can be made.

group for distinction. He must also have a familiarity with the subject matter of the four remaining fields. This familiarity will be tested by means of two three-hour examinations. The sub-fields are: Organization and Management; Public Personnel Management; Financial Administration; Constitutional and Administrative Law; and Public Relations (including Public Opinion).

- (c) All candidates must take a comprehensive examination relating to the application of public administration principles to a particular field such as the fields of forestry, agriculture, engineering, national resources, education, international trade, labor relations, money and banking, and social security.
 - (d) Comparative Governments; Social Psychology; Economic Theory; Political Theory; Interrelations Between Government and Economics; and Public Finance.
5. He must pass an oral examination on his thesis and related subjects. The thesis is expected to embody results of original research, to give evidence of sound scholarship, and to constitute a definite contribution to knowledge.

GENERAL REGULATIONS FOR GRADUATE SCHOOL AND GRADUATE DIVISION OF SCHOOL OF PUBLIC AFFAIRS

Registration Dates and Office Hours

The offices of the Graduate School and School of Public Affairs at the Down-town Center are open throughout the summer months. Students may arrange to plan their programs prior to the official registration period by requesting an appointment.

The formal registration period for the first semester is from Saturday, September 16 through Wednesday, September 20. Classes begin September 21.

The formal registration period for the second semester is on Tuesday and Wednesday, January 30 and 31. Classes begin February 1.

Throughout the summer the office is open daily from 9 A.M. to 5:30 P.M., and on Saturdays from 9 A.M. to 1 P.M. Effective Monday, September 18, the office will be open throughout the school year (with the exception of the Christmas and spring holiday periods) from 9 A.M. to 7:30 P.M. on Monday through Friday. On Saturdays it will be open from 9 A.M. to 1:30 P.M. with the exception of Saturday, September 16 and Saturday, February 3, when it will be open until 6 P.M.

Registration Procedure

The procedure for students desiring to register in the Graduate School and the Graduate Division of the School of Public Affairs is as follows:

1. An official itemized transcript of undergraduate and graduate work should be sent to the Registrar for Graduate Students at 1901 F. Street.

2. Application blanks for admission may be obtained in the Registrar's office. The student must come in person to the office of the Registrar to enroll. If the student wishes to take courses leading to a degree, he should confer with the Dean of the Graduate School or the Director of the School of Public Affairs relative to the school's program, and with the chairman of the department in which he wishes to specialize relative to his specific program.

3. The Director of Admissions will review the transcript and notify the student that he is or is not admitted to full graduate standing.

4. No student may attend classes until he has filled out the Registrar's and Business Manager's cards and arranged for the payment of his tuition. When this has been done, he will be provided with a Student Identification Card which will indicate what classes he is entitled to attend.

Payment of Fees

All accounts are payable at the office of the Bursar, 1901 F Street. Registration is not complete until all charges are paid or contracted for, as provided below.

Tuition for each semester is due and payable in advance at the time of registration. There is no additional registration fee, but on payment in advance of \$1 for handling charges, students may arrange for payment of tuition in installments as follows: for the first semester—one-third at the time of registration, one-third on November 15, and one-third on December 15; for the second semester—one-third at the time of registration, one-third on March 15, and one-third on April 15. Students who fail to make installment payment by the 23rd of the month in which they are due, will be suspended and may not attend classes until they have paid all accrued installments plus a reinstatement fee of \$2, and have been officially reinstated.

Fees

Tuition, each semester hour	\$10.00
Fee for visitors, each semester hour	7.50
Reinstatement fee	2.00
Service charge on deferred payments	1.00
Dissertation supervision fee for the Ph.D.	60.00
Graduation fee for M.A. or Ph.D.	15.00
Binding of thesis	5.00

Students taking work for credit may enroll for an equal number of hours as a visitor at the rate of \$5.00 a semester hour.

Members of the faculties or graduate students of other universities resident in Washington during the academic year may have courtesy privileges of the Graduate School and the Graduate Division of the School of Public Affairs at the special rate of \$25.00 a semester. These privileges include the visiting of all courses and seminars, and use of the library.

Members of the faculty may be available as thesis consultants for students who are candidates for graduate degrees in other institutions, whose research has brought them to Washington. A nominal charge of \$10.00 a semester is made for this service. In each instance such aid must be requested by a faculty member of the university at which the student plans to take his degree.

Students who have received a doctor's degree from The American University may visit courses without charge and may take additional courses for credit at one-half the regular tuition rates.

Clergymen in active service are granted a credit of twenty per cent on tuition for each semester.

Members of the faculty of other universities in and near Washington maintaining graduate work leading to the doctorate are allowed tuition at half rate, provided this university extends reciprocal privileges to The American University.

Withdrawals and Refunds

Applications for withdrawal or for changes in schedule must be made in writing to the Registrar on blanks provided for that purpose. Notification to an instructor or absence from classes over a prolonged period is not an acceptable notice.

In authorized withdrawals and changes in schedule, financial adjustments will be made on the principle of three installments a semester as follows:

First semester: Withdrawals dated on or before November 23, cancellation of the second and third installments; withdrawals dated on or before December 23, cancellation of the third installment. No refunds or rebates will be allowed on withdrawals dated subsequent to December 23.

Second semester: Withdrawals dated on or before March 23, cancellation of the second and third installments; withdrawals dated on or before April 23, cancellation of the third installment. No refunds or rebates will be allowed on withdrawals dated subsequent to April 23.

In no case will any part of the initial installment of tuition be refunded, and in no case will tuition be reduced or refunded because of non-attendance upon classes.

No permission to withdraw and no transcript of work done will be given a student who does not have a clear financial record.

Course Examinations and Grades

A written examination is given at the close of each course offered in the Graduate School and the Graduate Division of the School of Public Affairs.

Grades in courses are given and recorded as follows: A, excellent; B, good; C, fair; F, failure; I, incomplete.

Incompletes obtained during the first semester of any academic year must be removed before April 15, otherwise they are entered on the records as withdrawals or, by direction of the instructor, as

failures. Incompletes obtained during the second semester must be removed before November 15.

All grades are mailed to students as soon as they are received from instructors.

Comprehensive Examinations. (General regulations)

Comprehensive examinations for higher degrees are given three times during the year: in September, in January, and in May.

If a candidate for a graduate degree fails to pass his comprehensive examinations, the Governing Board may permit the candidate to take a second examination after the lapse of four months. Failure to pass a second examination is final.

Preparation and Submission of Theses

A candidate for either the M.A. or Ph.D. degree should adhere to the following procedure in the matter of preparing and submitting a thesis:

1. He should submit in writing to the chairman of his department tentative plans for his thesis in outline form.

2. This outline will be considered by the Committee on Research. The student will be notified by letter of the approval or disapproval of his thesis outline. If approval is given, the chairman and the committee under whose supervision he is to write the thesis will be named.

3. The chairman of the candidate's project will then work with him in the development of his thesis. This supervisory work is carried on by individual conferences or in seminars with other candidates who are carrying on work in closely related fields.

4. Candidates for degrees at the June Commencement must hand to the Registrar on or before April 1 four typewritten copies of the thesis. Regulations covering its form may be obtained from the Registrar.

Students desiring to receive their degrees at the University's Fall Convocation should present their theses not later than September 1.

Transcripts

Each student is entitled to one transcript of his record without charge. Transcripts will not be issued unless all financial obligations to the University have been paid in full.

Graduate Fraternities

The John Marshall Chapter of Chi Psi Omega, Men's Graduate Fraternity, and the Alpha Chapter of Phi Delta Gamma, Women's Graduate Fraternity, elect members annually from among The American University graduate student body.

THE HALL OF NATIONS PROGRAM

Associated with The American University is the Hall of Nations program for educational and cultural relations with other nations.

One of the principal objectives of this program has been to bring properly qualified foreign students to Washington so that they may take advantage of the educational opportunities of the Capital, and so that they may benefit by the first-hand study of governmental operations.

During the academic year 1938-1939 foreign students were enrolled in connection with this program from the following countries: England, Finland, France, Hungary, Italy, Mexico, Netherlands, Norway, and Sweden.

In addition, this program has placed considerable emphasis on bringing young government administrators from Latin-American countries for study, and for first-hand observation of the manner in which the government of the United States is dealing with its problems.

Upon the recommendation of Ambassador Aranha, who is now Brazilian Minister of Foreign Affairs, that government has sent seven of its young officials to this country for study. In addition, the governments of Honduras, Mexico, Nicaragua, and Panama have made similar appointments. This program has been made possible, in part, by a grant from the Rockefeller Foundation.

The Advisory Committee

The administrative officers responsible for the development of the Hall of Nations program have been assisted by the following members of an Advisory Committee: Hon. Henry L. Stimson, former Secretary of State, Chairman; Raymond L. Buell, New York, President, Foreign Policy Association; Stephen Duggan, Director, Institute of International Education, New York; Allen W. Dulles, New York, formerly Chief of the Division of Near Eastern Affairs, Department of State; Clark M. Eichelberger, Director, League of Nations Association, Chicago; Alanson B. Houghton, Washington, D. C., formerly Ambassador to Great Britain; Walter H. Mallory, Executive Director, Council on Foreign Relations, New York; Hunter

Miller, Department of State; Leo S. Rowe, Director-General, Pan-American Union; James Brown Scott, Professor of International Law, Georgetown University and Secretary, Carnegie Endowment for International Peace; James T. Shotwell, New York, Director, Division of Economics, Carnegie Endowment for International Peace; Ellery C. Stowell, Chairman of the Department of International Affairs, American University, Secretary of the Committee; A. Curtis Wilgus, Associate Professor of History, George Washington University; Herbert Wright, Professor of International Law and Head of the Department of Politics, Catholic University, Washington, D. C.

AREAS OF STUDY IN THE GRADUATE SCHOOL AND IN THE GRADUATE DIVISION OF THE SCHOOL OF PUBLIC AFFAIRS

HISTORY

The work in the field of history is designed both for students of history and for students in other fields. It is planned to serve a double purpose: first, to develop historical perspective for the understanding of contemporary society; second, to apply the techniques of social analysis provided by the other social sciences for the comprehension of the past.

The work in history purposely cuts across departmental lines and brings to bear upon the study of historical problems all those methods and concepts of analysis, economic, social, political, psychological, etc., which are pertinent to it.

The student of other fields than history is offered courses which orientate him historically in his own age and cultivate in him an appreciation of the significance of time and place. The student of history is given an insight into the functioning of our society, from which he can turn his attention to the past with realistic interest and understanding.

The courses in history are intended to assist in the training of teachers in both history and the other social sciences, and of employees in public or semi-public enterprises.

An integrated program of study will be planned with each student in order to insure that his work is both comprehensive in training and methods of research, and unified in general objective. The program will be designed to provide experience in methods of handling the several types of historical material; for example, political, institutional, constitutional, diplomatic, economic, social and ideological. The content of the program of study will vary according to each student's particular line or lines of interest. In each instance the student is expected to take courses in the other social sciences which are necessary for preparing him for his work.

The student in American history is especially encouraged to avail himself of the opportunity in Washington to unite with his historical work the study of the American government in action in all its phases. Throughout the student's career his work will be closely coordinated

with that in other fields, so that he may learn to study culture as a whole.

Research Projects

A few examples of topics on which students in history did research work during 1938-39 are as follows:

1. The D.A.R., 1890-1938: A study in the social philosophy and propaganda of this organization viewed primarily as a pressure group.

2. Brookston, Indiana: A study of the cultural evolution of a mid-western community.

3. A Study of the Development of the Pacific Northwest based on the United States census, designed to discover how far the census can provide the historian with not only a quantitative but a qualitative picture of an evolving society.

4. The Changing Class Structure of England in the Sixteenth Century.

5. Labor in the Election of 1936: An investigation in the dynamics of labor history; concerned primarily with an analysis of conflicting forces, factions and personalities in the labor movement of today seen against a background of traditional attitudes and policies.

6. The Germans in Sao Paulo: A study in cultural adjustment—the effect of the frontier environment upon the mores of a European group and the effect of that group upon the new environment.

7. The Congress of German Economists: A study of the personnel, interests and influence upon the economic and social unification of Germany.

8. The Instruments and the Extent of British Cultural Influence in Iraq under the mandate. A study of the cultural aspects of modern imperialism.

9. The Characteristics of a Nationalist and of a Nationalist Situation as Manifested in the Life of Masaryk.

Comprehensive Examination Requirements

For the M.A. the comprehensive examination will cover one of the two sub-fields in group A, one sub-field from group E, and one sub-field from the other groups. For the Ph.D. the comprehensive examination will cover two sub-fields in group A, and at least one sub-field from each of the other groups. The sub-fields offered for the M.A. may be offered (for more intensive examination) as sub-fields for the Ph.D.

A. A survey of the history of (1) Europe, (2) the United States, (3) Latin America. The emphasis will be placed upon a knowledge

of general trends and major problems, and familiarity with the bibliography and historiography.

B. Study of a particular nation or area, such as, Russia, the Balkans, the north European industrial areas, the frontier, New England.

C. Study of a special period, such as, the United States since 1900, the Renaissance, the French Revolution, England in the 18th Century.

D. Study of a special phase of a nation or area or period, such as, the economic history of modern Europe, German nationalism, modern revolutions, diplomatic history of the United States, regionalism in the United States.

E. Study of other social sciences (for example, economics, political science, sociology) relevant to the student's line of interest.

Requirements for degree in Economic History (See page 29 under Economics).

INTERNATIONAL AFFAIRS

Objectives of the Department

In the development of the program in International Affairs the following objectives are kept in mind:

The courses in International Affairs are designed to aid those who plan to (1) enter the foreign service (2) enter some form of business having international aspects (3) teach or engage in research, or (4) simply gain an understanding of other nations in the interest of helping to create international goodwill.

It should be plainly stated that the foreign service of the United States Government is now one of the most highly competitive fields into which the young person may seek entrance. Only persons of rare academic ability who can also show unusual promise along other lines should consider this field for that reason. There are, nevertheless, a great many other ways in which a student who is interested in international affairs may use his training.

Literally thousands of manufacturers in this country are interested in developing or maintaining foreign trade. The properly qualified student with an adequate background knowledge of international law and practice is in a position to render an unusual service to such a company.

The teaching of history and related subjects today requires a certain amount of information in the field of international affairs.

The cultural benefits of international understanding and the cultivation of international goodwill are incalculable to one who would enter journalism, social work, law, the ministry or similar fields.

Plan of Curriculum

In organizing its courses of instruction the department of International Affairs draws upon Political Science, Public Administration, and History for its Law, Politics, and Organization. It also depends on the department of Economics for an analysis of those forces and factors which so often are the determining ones in national policies, and which in their own right have a significance for present-day statecraft that cannot be ignored. Only upon the basis of adequate knowledge of these various factors can citizens, teachers, statesmen, and organizations move effectively toward a permanent world peace.

Utilization of the Washington Facilities

1. The City of Washington affords unrivaled opportunities for the student of International Affairs. He has at his disposal while at The American University the facilities of the Library of Congress, the Carnegie Endowment for International Peace Library, the Library of the Pan-American Union, the National Archives, and many other materials relating to immigration and naturalization in special libraries such as those of the Department of Labor and the Tariff Commission.

2. Also the student interested in International Affairs while in Washington has many opportunities to hear current problems in his chosen field discussed both in Congress and by distinguished statesmen and scholars who are visiting in this country.

3. In the field of International Affairs, as in other fields, The American University is privileged to have in addition to its full-time faculty, the assistance of a number of government officials and experts who act as:

- a. Part-time instructors.
- b. Special lecturers in seminars and classes.
- c. Assistants in formal thesis supervision.
- d. Experts who may be consulted informally.

4. In addition to the experts referred to above, the department enjoys the opportunities of hearing distinguished members of the Diplomatic Corps, foreign scholars visiting in this country, and other experts both from the United States and abroad, who are invited to address groups of students from time to time.

Research Projects

Because of the wide range of materials available to the students of International Affairs in Washington, many subjects may more profitably be investigated here than elsewhere. Examples of the projects now underway in the field of International Affairs in The American University Graduate School include:

1. "The Bombing of Civilians in Modern Warfare."
2. "Status of Foreign Corporations in International Law."
3. "German Influence in Latin America, 1898-1914."

Comprehensive Examination Requirements

M.A.: At least three sub-fields from the required group. Other sub-fields optional.

Ph.D.: At least three sub-fields in addition to those in the required group.

Required: International Law and Procedure, International Relations and Organization, International Economics, International Relations of a Special Area, Constitutional Law, Diplomatic History, Comparative Government.

Optional: National Government, Social Psychology, Geography, European History since 1500, Imperialism, a special branch or branches of International law.

ECONOMICS

The work in Economics at The American University is broadly designed to prepare for teaching in the social sciences, for research work, for expert positions in business and other private agencies, and for responsible positions in public service at home and abroad. The scope of the work is not narrowly conceived. While emphasizing for its students the necessity of competence in its particular field, the Department of Economics works cooperatively with other departments of the University in cultivating the borderlands of the various departments.

Utilization of Washington Facilities

The location in Washington naturally results in making available contacts with governmental work which enrich the basic materials and the instruction in economic science. As is indicated by the course descriptions which follow and by the faculty list on page 53, a considerable number of the courses, and especially the advanced seminars, are conducted by experts drawn from government agencies. In addition, such experts contribute to still other courses by lectures and discussions of particular topics, and by participation in counselling and criticisms of research investigations. In the year 1938-39 almost fourscore different experts contributed in varying degrees to the work of the Department.

For example, in connection with one of the specialized courses in the department, namely, Administration of the Wage and Hour Act the following persons presented their points of view to the group

during the second semester of 1938-39: Gerard D. Reilly, Solicitor, Department of Labor; Beatrice McConnell, Director Industrial Division, Children's Bureau, Department of Labor; Leifur Magnusson, Director, Washington Office, International Labor Office; Dorothy Sells, Staff Member of Brookings Institution; Oscar Weigert, Visiting Lecturer on Social Security Administration; Clara Beyer, Assistant Director, Division of Labor Standards, Department of Labor; Thomas Holland, Chairman, Public Contracts Board, Division of Public Contracts, Department of Labor; Merle D. Vincent, Chief of the Hearing and Exemptions Section, Wage and Hour Division, Department of Labor; Boris Schiskin, Economist, American Federation of Labor; Jacob Perlman, Chief, Division of Wages, Hours and Working Conditions, Bureau of Labor Statistics, Department of Labor; Carroll Daugherty, Chief, Economic Branch, Wage and Hour Standards, Wage and Hour Division, Department of Labor; Rufus G. Poole, Assistant General Consul, Wage and Hour Division, Department of Labor; Elmer F. Andrews, Administrator, Wage and Hour Division, Department of Labor; A. F. Hinrichs, Chief Economist, Bureau of Labor Statistics, Department of Labor; B. E. Oppenheim, Chief of the Industry Committees Section, Wage and Hour Division, Department of Labor.

In such ways and also by direct participation in the activities of governmental departments, realistic acquaintance with broad social implications and with governmental policy is secured. In the current year, this acquaintance was secured to a marked extent by students in money, banking, fiscal policies, labor relations and administration, agricultural economics, natural resources, social security, marketing, international relations, and several other fields.

Research Projects

Specific examples of research projects underway in economics in 1938-39 are:

1. "Competition for the Radio Market by Set Manufacturers."
2. "Collective Bargaining in the Hosiery Industry."
3. "Urban Housing: Quantitative and Qualitative Measures of Demand and Supply in Local Housing Markets."
4. "Disposition of Funded Debt of Corporations Undergoing Reorganization, 1918-1938."
5. "Analysis of Annual Earnings in 1937, covered under the Social Security Act."
6. "The Principles of Agricultural Real Estate Valuation."
7. "An analysis of Non-Compliance Under the Fair Labor Standards Act of 1938."

8. "Federal Representation for the Consumer Interest."
9. "The Dispersion and Skewness of Wages in Selected Industries."
10. "Collective Bargaining in Motion Picture Production."
11. "Multiple Unit Banking."
12. "Soil Conservation Districts—A Democratic Approach to Erosion Control."
13. "Federal Wage-Hour Regulations in the Textile Industry: The Initial Case Under the Fair Labor Standards Act."

Comprehensive Examination Requirements

The graduate program in Economics is designed to serve (1) those who, entering with a broad background, wish to specialize heavily in economics, and also (2) those who, on the basis of considerable competence in economics, wish to explore the borderlands between Economics and other fields.

In keeping with this policy, the range of fields in which comprehensive examinations may be taken is wide. In each individual's case, programs are to be worked out carefully in advance so as to insure both breadth and depth of training. There is given below a general framework of comprehensive examinations in Economics, in Economic History, in Interrelations of Government and Economics, and in Agricultural Economics and National Resources.

Economics

Master of Arts—For the degree of Master of Arts, at least three fields are to be offered. One field is to be either economic theory or the history of economic thought. The other two are ordinarily selected from the subjects listed in B, C, D, or E below under the requirements for the degree of Doctor of Philosophy.

Doctor of Philosophy—For the degree of Doctor of Philosophy comprehensive examinations will be taken in the following five fields:

- (a) Economic Thought in its historical and contemporary aspects.
- (b) Economic History with emphasis upon the evolution of significant contemporary institutions.
- (c) Quantitative Methods, with emphasis on either Statistics or Accounting. This field is regarded as providing an essential tool of investigation.
- (d) A mature understanding of the operations of the current economic organization. This requirement will be tested (a) by appraisal of the candidate's entire training and experience, and (b) by com-

prehensive examinations in at least three of the following sub-fields, selected with a view to a proper diversification of interests: Labor Economics; Money and Banking; Income and Consumption; Transportation and Communication; Marketing; Public Utilities; The Corporation and Corporation Finance; Housing Economics; Public Finance and Fiscal Administration; International Economic Relations; Agricultural Economics; Resources.

(e) The interrelations of Economics with some significant aspect of one of the following fields: Government; Law; Technology; Social Welfare; Philosophy and Ethics; Human Biology and Social Psychology; Geography.

The requirements, as stated, constitute a norm. Careful consideration will be given to suggestions of such departures from this norm as will emphasize unity and penetration in a student's program. For example, in Field C less than the usually required grasp of quantitative methods may be authorized if accompanied by mature familiarity with historical method and historiography, or with social psychology and social theory, or with political theory. In Field D, other areas than the ones listed may be approved. In Field E, some other appropriate field of interrelations may be offered.

Economic History

Master of Arts—For the degree of Master of Arts at least three fields are to be selected as follows: Either part of (a); either American or European Economic History to cover requirement under (b); one field from (c) or (d).

Doctor of Philosophy—For the degree of Doctor of Philosophy: Both parts of (a); General, European and American Economic History with emphasis on field of interest; one field from (c); two fields from (d).

Fields in which comprehensive examinations will be taken:

(a) History of Economic Thought; Contemporary Economic Thought.

(b) Economic History.

(c) European History since 1500; English History; American History since 1787; Latin-American History; Canadian History; Far Eastern History; Intellectual History.

(d) Economic Resources; Statistics; Politico-Economic Relations; Religion and Economics; Social Legislation; Business Organization; a branch of economic life historically treated (e.g. Labor Relations; Public Finance, etc.); or other fields as listed above in (d) under Economic comprehensive requirements.

Interrelations of Government and Economics

Master of Arts—Typically, candidates for the degree of Master of Arts who wish to cultivate this borderland of interrelations of government and economics should work out their fields for comprehensive examinations in either Economics or Political Science. The requirements of either department are readily adjusted to such needs.

Doctor of Philosophy—For the degree of Doctor of Philosophy, preparation in the fields of statistics, social psychology, and social organization, unless previously had, should be taken in course. The fields for the comprehensive examinations as stated below constitute a norm. Careful consideration will be given to such suggestions for departures from this norm as will emphasize unity and penetration in a student's program.

(a) The current situation in economic thought and economic organization, both in their developmental setting and with special reference to governmental policy and control.

(b) The current situation in political thought and governmental structure, both in their developmental setting and with special reference to the way in which they have been affected by the changing economic order.

(c) The principles and practices of administration, public and private, with major emphasis upon public administration.

(d) At least two major areas of interaction between government and economics selected from such fields as transportation and public utilities, labor relations, trade, the adjustment of population, public finance, money and banking, capital formation and investment, etc.

(e) An optional field: Students whose earlier preparation in the interrelations of government and economics has been both thorough and broad are encouraged to select an optional field from such areas as advanced work in statistics, advanced work in accounting, special aspects of comparative government, special aspects of administration, a pertinent field of historical study, a pertinent field of jurisprudence.

Agricultural Economics and National Resources

A program has been arranged to serve those who have graduated with honors from the agricultural, forestry, and engineering colleges, as well as those who enter with the ordinary liberal arts background. Because of this diversity of backgrounds and interests, an individual program will be formulated for each student. The general framework of such an individual program is given below.

Master of Arts—For the degree of Master of Arts the comprehensive examinations cover, as a minimum, one sub-field from Group (a), as stated in the requirements for the Ph.D.; and two sub-fields from Group (b).

Doctor of Philosophy—For the degree of Doctor of Philosophy, the comprehensive examinations cover, as a minimum,* the following:

(a) One sub-field chosen from Economic Theory, History of Economic Thought, Economic History.

(b) Five sub-fields chosen from Agricultural Economics, Forest Economics, Mineral Economics, Water Resources, Population, Power Economics, Economic Geography, Economic Planning.

(c) Two sub-fields chosen from Statistics, Economics of Consumption, Agricultural Finance, Transportation, Labor Relations, International Economics, Politico-Economic Relations, Marketing, Economics of Public Works, Public Administration, Rural Sociology, Regionalism, Public Finance, Population.

(d) One additional sub-field from A, B, or C, above.

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

Objectives of the Departments

The primary objectives of the Departments of Public Administration and Political Science are:

1. To offer qualified full-time students program of study that will be of service to:

- a. Those who may at sometime become associated with the public service in positions that call for special training in organization, management, and supervision; personnel management; financial administration; public relations; or administrative and constitutional law.
- b. Those interested in becoming associated with semi-official bodies such as citizen's councils, advisory committees, research bodies, and other associations that cooperate with governmental agencies in a semi-official capacity.
- c. Those interested in becoming associated with business and industrial groups and who wish to become acquainted with the manner in which the Federal Government handles administrative problems that relate closely to such groups.
- d. Those interested in teaching public administration, political science, and other social sciences in high schools or institutions of higher learning.

2. To offer unusually qualified full-time students programs wherein the student works out his research project and obtains actual experience within some agency of the Federal Government such as the Bureau of the Census of the Department of Commerce, Social Security Administration, Office of Education of the Department of the

Interior, Bureau of Labor Statistics of the Department of Labor, Department of Agriculture.

3. To provide special programs for employes of the Federal Government who wish special training that will enable them to carry on their present activities more effectively or will prepare them for positions of greater responsibility. (For details relative to programs for part-time students consult special bulletin issued by the University in the late spring of each year.)

Plan of Public Administration Curriculum

In building program sequences in Public Administration the principle followed is that the student should first have an understanding of the total social setting in which administration operates. He should understand the basic processes and principles of public and private administration and be able to perceive the operation of these processes and principles in the governmental units and agencies. The student, in addition to this broad setting, should have an understanding of the application of Public Administration to his chosen field. In selecting a field of application the student may choose from such fields as the interrelation between Government and (1) Welfare Activities, (2) Labor Relations, (3) Social Security, (4) Forestry, (5) Natural Resources, (6) International Trade, (7) Engineering, (8) Education, (9) Housing, (10) Business, etc.

Plan of Political Science Curriculum

In building program sequences in Political Science, government is not treated as an unrelated discipline. Building on a firm foundation of work in Political Science, a student may extend his program to include emphasis on the relationship between government and economics, government and social economy, government and international affairs, or any other interrelationship within the social sciences. The work of the School of Public Affairs and the peculiar suitability of the Washington scene cause an exceptionally close relationship to exist between the work offered in Public Administration and Political Science. In all programs every effort is made to adjust the sequences to the needs of the individual students.

Principal Relationships Between the Work In Political Science and Public Administration and That in Other Fields

The principal relationships of the work in Political Science and Public Administration to that in other fields may be stated as follows:

1. These departments draw upon history and international rela-

tions for an indispensable foundation, for illustrative material, and for an indication of trends and developments. To history and international affairs, these fields offer tools of analysis and techniques of operation.

2. These departments draw upon economics and social economy for special fields of application and for materials that reveal the impact of economics and social economy on government and administration. To economics and social economy these departments offer principles, processes, and techniques to be applied within given areas or to special problems. They indicate the impact of government and administration on economic and social situations as they operate to coordinate group living.

3. These departments look to the field of statistics for a major research technique.

Utilization of Washington Facilities

The departments of Political Science and Public Administration utilize the facilities of Washington in the following manner:

1. *The Public Affairs Laboratory* (see page 81).
2. *Use of government officials and experts for:*
 - a. *Part-time instruction* (see page 53 for list of part-time faculty).
 - b. *Special lectures in seminars and classes.*

The practice has been adopted of calling upon outstanding experts in various fields to discuss their problems with the class and seminar groups. During 1938-39 many of these leaders contributed to the courses and seminars that were under the general direction of the full-time faculty. Among such speakers were:

Clifford Amsden, Chief Examiner, Civil Service Commission, Los Angeles County Civil Service Commission; Samuel Board, Chief, Division of Qualifications and Training, Office of Personnel, U. S. Department of Agriculture; John J. Corson, Director, Bureau of Old-Age Insurance, Social Security Board; Halbert Dunn, Chief, Division of Vital Statistics, Bureau of the Census, U. S. Department of Commerce; Joseph P. Harris, Director of Research, Committee on Public Administration, Social Science Research Council; W. A. Jump, Director of Finance and Budget Officer, U. S. Department of Agriculture; Lewis Meriam, Institute of Government, Brookings Institution; Samuel Ordway, Jr., Commissioner, U. S. Civil Service Commission; Henry Reining, Jr., Educational Director, National Institute of Public Affairs; Stuart A. Rice, Chairman, Central Statistical Board, Oliver C. Short, Special Executive Officer, Bureau of the Census; W. W.

Stockberger, Special Adviser to the Secretary of Agriculture, U. S. Department of Agriculture; Elmer Thomas, U. S. Senator from Utah.

c. *Formal thesis supervision.*

For each student whose research topic is appropriately approved an Advisory Committee on Research is appointed. In practically every case at least one member of each committee is an outstanding administrator or government expert who is a specialist in the area of the research project. The student is given invaluable and first-hand advice by these experts and is aware of doing research that is thought to be worthwhile by government leaders themselves.

d. *Informal Consultation.*

In the preparation of theses advantage is taken of the fact that on almost any subject of research in the field there is an outstanding authority somewhere in Washington who may be consulted. In numerous instances these authorities make accessible to the students unpublished data available nowhere else.

3. *Arranging opportunities for research in connection with government agencies and other institutions, either (a) within the agency or institution or (b) closely associated with it.*

Among the agencies with which research arrangements for students of Political Science and Public Administration were made in 1938-1939 were: The Bureau of the Census, Social Security Board, Farm Credit Administration, Railroad Retirement Board, Department of Agriculture, Bureau of Labor Statistics, Civil Service Commission.

Specific Research Projects

Specific examples of research projects under way in Political Science and Public Administration in 1938-39 are:

1. "Top Career Servants of the United States Department of Agriculture."

2. "The Personnel Office of the Farm Credit Administration and How it Functions."

3. "The Rights of Strikers in Labor Disputes as Defined by the Federal Courts."

4. "Administrative Control of Selected Cities in Maryland."

5. "Administrative Management of Municipally Owned Light and Power Utilities in American Cities of 100,000 Population or Over."

6. "Survey of Interdepartmental and Inter-Bureau Transfers in the Federal Classified Civil Service."

7. "Training of First Line Supervisors in Employee Relationships in Federal Agencies."

8. "Land Planning in the National Park Service."

9. "Public Relations in the AAA."

10. "A Study of the Essential Administrative Qualities of a Junior Forester; their Measurement and Value as Basis for Dismissal of the Unfit During the Probation Period."

11. "Some Aspects of a Supervisory Training Program."

12. "Inter-Governmental Arrangements in the District of Columbia Metropolitan Area."

13. "A Survey of the Machinery and Practices in Selected Agencies of the Federal Government for the Handling of Employee-Employer Relations."

14. "The American Legion as an Interest Group with Special Reference to its Influence on Foreign Policy."

15. "An analysis of the Forces Underlying the Senatorial Rejection of the World Court Program in January, 1935."

16. "The Effect of Supreme Court Decisions on State Legislation."

17. "An Analysis of President Roosevelt's Leadership in the Control of Foreign Relations."

18. "A Forest Service Recruiting Problem: Following the Probationer through his First Year in the Field Service."

Comprehensive Examination Requirements

Political Science

Candidates for the Master's Degree in Political Science will ordinarily be required to pass a 6-hour comprehensive examination at the Master's level in (A) and a 3-hour comprehensive examination in any one of (B), (C), (D), or (E).

Candidates for the degree of Doctor of Philosophy in Political Science will be required to pass comprehensive examinations at the Doctor's level in (A), two of the fields listed in (E), and any two of the remaining three areas indicated below.

The Department is prepared to consider such departures from these requirements as will emphasize unity and depth of a student's program.

- (A) Governments in the United States. This field includes a study of national, state, regional, municipal and local political institutions and the interrelations between these units of governance. An understanding of these political institutions will require a working knowledge of constitutional and administrative law as these legal forces bear upon the governmental processes. Likewise there must be an understanding

of the informal controls of politics and administration, such as public opinion, pressure groups, and political parties if a cogent interpretation is given governmental structures.

- (B) The Evolution of Political Institutions and Theory. The developmental setting of political institutions can only be understood through a study and application of the leading political economic-social thought of the world.
- (C) Comparative Governments and Comparative Administration. The candidate should understand a reasonable number of representative countries, other than the United States, with particular reference to their governmental vehicles and the manner in which these vehicles attempt to cope with the current political-economic-social situations.
- (D) Public Administration in the United States. The candidate should understand the basic processes of administration and the application of these processes within the governmental units. In addition he should have an understanding of the application of Public Administration to a specific field. The student may select from such fields as the Interrelations Between Government and (1) Welfare Activities, (2) Agriculture, (3) Labor, (4) Business, (5) Education, etc. A student wishing to place primary emphasis on Public Administration in connection with his Master's Degree should refer to the requirements in Public Administration on page 12.
- (E) The candidate for the Master's Degree will be required to understand the inter-action between political science and *one* related field. For the candidate for the Doctor of Philosophy Degree *two* related fields will be required, one of which should be International Affairs. Options, for examination purposes, may be made from within the fields listed:
 - a. International Affairs; b. American History; c. European History; d. Relationship of Government and Economics; e. Relationship of Government and Sociology; f. Relationship of Government and Human Biology and Social Psychology; g. Relationship of Government and Human Geography.

Public Administration

See pages 12 and 13.

Government and Economics

See page 30.

SOCIAL ECONOMY

Objectives of the Field

The field of Social Economy comprises the study of economic activity and of social institutions with reference to (1) the impact upon individuals of social and economic forces and (2) the broad implications for society of specific trends and of efforts to make economic and social institutions serve human needs. It deals with problems of social engineering, with the provision of social services, and with the little explored field of the impact of modern society upon the personality of individuals.

The field is designed to provide general orientation and understanding of the aspects of modern society that teachers, social workers, public administrators, politicians, labor leaders, editors, ministers, and other leaders need to understand in order to function effectively. Professional opportunities arising out of work in the field are threefold:

(1) Social research, carried on by federal, state or municipal governments and private bodies such as welfare councils, churches, or social research agencies.

(2) Teaching, especially in those schools and colleges whose social science curriculum cuts across traditional departmental lines.

(3) Administration of programs in such fields as housing, farm security, social insurance, social welfare, social and economic planning, adult education, labor standards.

In so far as the program is designed for those interested in welfare administration or social case work, it is to be thought of as supplemental to, not as a substitute for, the work offered by schools of social work.

Plan of Social Economy Curriculum

The special area of a student's interest determines his particular program. In each case, a student is expected to develop a broad background, an area of special familiarity, and the appropriate techniques of application. The basic courses in the field are designed to serve the needs of students of varied interests, both in Social Economy and in other fields. The more specialized courses provide the opportunity to pursue general problems in their concrete application. Two specialized areas, population problems and social security administration, are specifically described below. Other areas, such as community problems and labor standards may be intensively pursued by means of work offered in Economics and Political Science as well as Social Economy.

Relationship of Social Economy with Other Fields

Principal relationships between the work in Social Economy and that in other fields may be stated as follows:

- (1) To students in economics, political science, and public administration it provides, through general courses, the opportunity to enlarge the frame of reference and consider the social implications of subjects considered in those fields.
- (2) Through its specialized courses it serves as a field of application for students in public administration, as, for instance, in social security administration.
- (3) It draws upon the work in history for an indispensable foundation and it contributes to students of history tools for analyzing contemporary society which they can apply to the study of the past.
- (4) It looks to the field of statistics for a major research technique.

Utilization of Washington Facilities

1. *Public Affairs Laboratory* (See page 81).
2. *Use of Government Officials.*
 - (a) *As part-time instructors and special lecturers in classes and seminars.*

Outstanding scholars and responsible administrators in governmental agencies participate in the class and seminar work in Social Economy both by assuming full responsibility for single courses and by coming into classes which are under the general supervision of a member of the full-time faculty for special lectures and discussion with class and seminar groups. (See page — for list of part-time faculty members.)

During 1938-39, the following were among the persons participating in the Social Economy program as course instructors or speakers: Ewan Clague, Director, Bureau of Research and Statistics, Social Security Board; John T. Corson, Director, Bureau of Old-Age Insurance, Social Security Board; Arthur J. Altmeyer, Chairman, Social Security Board; A. Ford Hinrichs, Chief Economist, Bureau of Labor Statistics, Department of Labor; Karl Pribram, Expert, Social Security Board; Glen Leet, Editor, Washington News Letter on Social Legislation; Cornelius R. P. Cochrane, Assistant Director, Bureau of Unemployment Compensation, Social Security Board; Elwood Street, Director, Public Welfare, District of Columbia; Edgar B. Young, Assistant to the Director, United States Employment Service; and Carl C. Taylor, Chief, Division of Farm Population and Rural Life, Bureau of Agricultural Economics, Department of Agriculture.

(b) *As directors of student research.*

In addition to participating as teachers or lecturers in courses, experts in the government serve on the research committees appointed to supervise the research of students writing M.A. and Ph.D. theses. Students doing research thus have the benefit of advice and direction from experts who are carrying out responsible activities in their field, and are often able to work on research projects that are of direct interest and value in connection with the formation of policies and programs.

(c) *As informal consultants.*

In Washington it is possible to find on almost any subject of research an outstanding authority who may be consulted and who will be generous in giving informal aid and suggestions to students in his field. In addition, there are often unpublished data to which students may have access.

3. *Arranging exceptional opportunities for research in connection with government agencies and other Washington institutions, either within the agency or institution or closely associated with it.*

Among the agencies with which such arrangements for Social Economy students were made in 1938-39 were the Social Security Board, Office of Education, District of Columbia Penal Institution, Office of Indian Affairs, Bureau of Agricultural Economics, Wage-Hour Administration of the Department of Labor.

Research Projects

Some specific examples of types of research projects in Social Economy in 1938-39 follow:

1. "Personal disorganization of rural migrant youth in the District of Columbia, based on case studies of youth at the D. C. Penal Institution."

2. "A culture in transition, the problems involved in carrying out the program of the Indian Office among the mixed-blood Dakota Indians."

3. "An analysis of the Radio Programs 'Americans All—Immigrants All' (of the Office of Education) with special reference to audience response."

4. "Recommended changes or amendments to the New Hampshire Unemployment Compensation Law, Rules and Regulations, and proposals for changes in procedures."

5. "An investigation of the economics of the family as related to reproduction, based on special studies of unpublished data from the Federal Study of Consumer Purchases."

6. "An analysis of non-compliance under the Fair Labor Standards Act of 1938."

Population Problems

Population analysis is an important part of contemporary social science. Recent changes in national population trends, maladjustment in the distribution of population in relation to resources, large differentials in reproductive tendency, and emphasis on population factors in international relations have stimulated widespread public interest. This interest has been accompanied by rapid advances in methods of measuring and estimating population trends. Population studies are also receiving new recognition in many areas of planning and administration such as agriculture, labor, social security, housing, education, health, national resources, and city, state, and regional planning. The presence of the Bureau of the Census in Washington and other agencies, collecting basic data for population studies, makes Washington an outstanding place for the study of population problems.

At the present time there is a small steady demand for specialists in demography, and a large recognition of the value of population analysis as a supplementary instrument of social research and administration.

Social Security and Provision of Social Services

During recent years there has been a rapid extension of public provision of security against unemployment, old age, and other hazards, and of public participation with respect to such services as relief, housing, health, and aid to children.

There is a growing need for people who combine an understanding of the social situation within which programs for security and the supplying of social services are being shaped, a national perspective on these programs in terms of which state and local programs can be carried out, and training in techniques of research or of administration. While state and local institutions are in a position to provide the kind of training that focuses upon the peculiarities of the local situation, an institution in Washington is uniquely in a position to provide an overview of the problems of all the states and of the national whole.

The program in social security and the social services enables students to become familiar with the actual problems and processes as they are being worked out in the Washington agencies, and at the same time to acquire a broad social and economic background and tools of research or administration.

Comprehensive Examination Requirements

For the M.A. the comprehensive examination will cover a general field chosen from (a), a specialized sub-field chosen from (b), and a third sub-field in a related area from (b) or (c).

For the Ph.D. the comprehensive examination will cover two general fields chosen from (a), a relevant technique chosen from (c), and such sub-fields chosen from (b), or other sub-fields approved by the Department, as will provide an integrated program and thorough command in the student's chosen area.

(a) Basic grounding in Economics; Sociology; Cultural Anthropology; Social and Economic History; Social Psychology. For the Ph.D. Political Science may be offered as a second field. ("Basic grounding" is understood to include a descriptive knowledge of the American situation, understanding of the main outlines of theory in the field, and critical application of theory to observed conditions.)

(b) Population; Housing; Public Health Services; Welfare Services; Standards of Living; Community organization; Economic or Cultural groups; Rural and Urban culture; Social Legislation; Social insurance; Labor standards; Personality development.

(c) Methods of social research; public administration, with particular reference to social services or municipal jurisdictions; techniques of economic and social planning; public finance and social accounting.

STATISTICS

The courses in Statistics offered by the School of Public Affairs and the Graduate School of The American University in cooperation with Federal departments and agencies are designed both to form a part of a well-rounded education in the social sciences, in which statistics is increasingly used as a tool, and to give students who desire to become professional statisticians the necessary technical competence.

The City of Washington provides unique opportunities for the study of statistics, in both its theoretical and practical aspects, through observation of the statistical techniques employed by agencies of the Federal Government.

The American University has selected its faculty from among statisticians of these agencies, and has arranged for lectures on special subjects by experts in the several fields. Courses are designed both for the further training of students now employed in the Federal Government, and for those who are devoting full time to their academic work.

The courses in statistics may be grouped (see page 92) according to the needs of different students, as follows:

Group A—The first group of courses is intended primarily for those who desire a first acquaintance with statistics, and particularly for statistical clerks in the Federal service. Actual office problems from everyday experience are presented, to give students greater skill and understanding in the handling of simple arithmetic and statistical calculations, and in graphics. The principal sources and uses of

statistics are discussed. These courses are not intended for those who wish to become professional statisticians.

Group B—The second group of courses, at the graduate level, is designed to provide technical statistical training sufficient to enable students to understand and apply statistical techniques to problems in government, business, and the broad field of the social sciences. Particular emphasis is given to a critical understanding of the uses of statistics and to actual operating problems in the statistical work of the Federal Government. These courses are intended for persons who have had considerable experience in the social sciences.

Group C—The third group is designed to provide training for those who intend to become professional statisticians, with primary emphasis on the mathematical approach. These courses, for the most part, are given in the Graduate School of the U. S. Department of Agriculture, under a cooperative arrangement with The American University.

Adaptations are made to the needs of individual students in planning their programs in statistics. For students outside the Federal service opportunities for observation of actual statistical work in government agencies are afforded in course 613-614.

Utilization of Courses in Statistics

The University does not ordinarily grant graduate degrees in Statistics as such. The Governing Board, however, will consider applications from individual students who wish admission to candidacy for an M.A. in Statistics. Statistics may be offered as a special field for examination for the Ph.D. in Economics and Public Administration.

Graduate students in the social sciences, at both the master's level and the doctor's level, should be well acquainted with statistical methods as applied to the subject matter of their special field. A knowledge of statistics evidenced by the satisfactory completion of one semester's work comparable to course 401 at The American University or by an examination in approved cases may be offered as an alternative to a language requirement for the master's degree. At the Ph.D. level the satisfactory completion of a one-year course in statistics equivalent to courses 401 and 402, or other specialized courses offered by The American University, plus satisfactory evidence of competence in the handling of statistics in at least one special field may be offered as one of the required sub-fields in a number of departments. A qualifying examination may be taken in lieu of formal courses.

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- WYLIE D. GOODFELL, *Lecturer on Economics*. E.A., Ricks; B.S., M.S., Idaho; Ph.D., Iowa State. (Associate Agricultural Economist, Department of Agriculture.)
- CHARLOTTE A. HANKIN, *Lecturer on Constitutional Law*. A.B., Radcliffe; LL.B., George Washington. (Associate Editor, U. S. Supreme Court Letter, and Progress of Law in the U. S. Supreme Court.)
- SHERMAN E. JOHNSON, *Lecturer on Economics*. B.S., M.S., Minnesota; Ph.D., Harvard. (Principal Economist, Bureau of Agricultural Economics, Department of Agriculture.)
- C. P. LOOMIS, *Lecturer on Sociology*. B.S., State College, New Mexico; M.S., North Carolina; Ph.D., Harvard. (Senior Agricultural Economist, Bureau of Agricultural Economics, Department of Agriculture.)
- ROBERT MARSHALL, *Lecturer on Forest Economics*. B.S., Syracuse; M.F., Harvard; Ph.D., Johns Hopkins. (Chief, Division of Recreation and Land, U. S. Forest Service.)
- C. M. PURVES, *Lecturer on Statistics*. B.A., Macalester; M.A., Minnesota. (Senior Agricultural Economist, Department of Agriculture.)

- JOHN KERR ROSE, *Lecturer on Statistics*. A.B., A.M., Indiana; Ph.D., Chicago. (Economic Analyst, Rural Electrification Administration.)
- WILLIAM H. ROWE, *Lecturer on Accounting*. A.B., Michigan; M.S., Kansas State Agricultural College. (Agricultural Economist, Department of Agriculture.)
- MAX SASULY, *Lecturer on Statistics*. B.S., M.S., Chicago. (Senior Statistician, Social Security Board.)
- A. STURGES, *Lecturer on Statistics*. B.S., Oregon Agricultural College. (Agricultural Economist, Department of Agriculture.)
- CARL C. TAYLOR, *Lecturer on Sociology*. A.B., Drake; M.A., Texas; Ph.D., Missouri. (In Charge, Division of Farm Population and Rural Life, Bureau of Agricultural Economics, Department of Agriculture.)
- L. A. WHEELER, *Lecturer on Economics*. A.B., Pomona; M.B.A., Harvard. (Principal Agricultural Economist, In Charge, Foreign Agricultural Service, Department of Agriculture.)
- M. L. WILSON, *Lecturer on Economics*. B.S.A., Iowa State; M.S., Wisconsin; D.Sc., Montana. (Under Secretary of Agriculture, Department of Agriculture.)
- DAVID ZISKIND, *Lecturer on Labor Law and Legislation*. Ph.B., J.D., Chicago; M.A., Southern California; Ph.D., Johns Hopkins. (Senior Examiner, Office of the Solicitor, Department of Labor.)

BUREAU OF THE CENSUS OF THE DEPARTMENT OF COMMERCE (GRADUATE COURSES)

- LYLE REXFORD FLETCHER, *Lecturer on Economic Geography*. A.B., M.A., Ohio State. (Clerk, Bureau of the Census, Department of Commerce.)
- FORREST D. LINDER, *Lecturer on Statistics*. A.B., M.A., State University of Iowa; Ph.D., University of Iowa. (Head, Section on Final Results and Analysis, Division of Vital Statistics, Bureau of Census, Department of Commerce.)
- MALCOLM J. PROUDFOOT, *Lecturer on Statistical Cartography*. Ph.B., Chicago; F.M., Chicago; Ph.D., Chicago. (Assistant Geographer, Bureau of the Census, Department of Commerce.)

FARM CREDIT ADMINISTRATION (GRADUATE COURSES)

- CARL COLVIN, *Lecturer on Farm Credit Administration Operations*. B.S., M.S., Ph.D., Illinois. (Assistant Deputy Land Bank Commissioner, Farm Credit Administration.)

- H. W. DRUEHL, *Lecturer on F.C.A. Operations*. A.B., Stanford University; M.B.A., Harvard. (Administrative Officer, Co-operative Division, Farm Credit Administration.)
- F. W. GANLEY, *Lecturer on F.C.A. Operations*. LL.B., Northeastern. (Senior Reviewing Accountant, Farm Credit Administration.)
- C. G. GARMAN, *Lecturer on F.C.A. Operations*. B.S., M.S., Ph.D., Cornell. (Assistant Deputy Production Credit Commissioner, Farm Credit Administration.)
- MILTON F. HALL, *Lecturer on Training*. B.A., University of Rochester; M.A., Ph.D., Columbia. (Director of Training, Farm Credit Administration.)
- M. H. UELSMANN, *Lecturer on F.C.A. Operations*. (Assistant Intermediate Credit Commissioner, Farm Credit Administration.)

COURSES OF INSTRUCTION IN THE GRADUATE SCHOOL AND GRADUATE DIVISION OF THE SCHOOL OF PUBLIC AFFAIRS

Starred courses are offered at the Undergraduate Campus, Massachusetts and Nebraska Avenues; all other courses are offered at the Downtown Center, 1901-7 F Street, Northwest.

Courses numbered from 400 to 500 are open to both undergraduate and graduate students; those numbered 500 and above are open only to graduate students except by permission.

ECONOMICS

LEON C. MARSHALL, *Chairman*

ERNST CORRELL, *Student Adviser for Economic History*

RUDOLF A. CLEMEN, *Student Adviser for National Resources*

CLYDE B. AITCHISON

C. G. ALLEN, JR.

MOLLIE R. CARROLL

GEORGE B. CLARK

LYNN R. EDMINSTER

MORDECAI EZEKIEL

ALLAN J. FISHER

EMANUEL A. GOLDENWEISER

LEWIS C. GRAY

LUDWIG HOMBERGER

LOWELL F. HUELSTER

ELMER C. KOCH

WILLIAM M. LEISERSON

FRITZ KARL MANN

GARDINER C. MEANS

CHARLES S. MORGAN

OSWALD NIELSEN

THEODORE B. NICKSON

JOHN B. PAYNE

JACOB PERLMAN

HOWARD S. PIQUET

WALTER M. W. SPLAWN

WILLIAM H. S. STEVENS

OSCAR C. STINE

AMOS E. TAYLOR

F. L. THOMSEN

N. ARNOLD TOLLES

CYRIL B. A. UPHAM

CAROLINE F. WARE

WALTER H. YOUNG

Economic Theory and Its History

401-402. Economic Theory

This course is designed to aid in meeting the requirements of candidates for the Master's degree in Economics. It follows in general outline the more advanced presentation in 501-502. It is open to those who as undergraduates have had adequate preparation in economics.

First and Second Semesters.—Adjunct Professor Piquet. (3).

403. The Economic Order

The purpose is primarily to provide for graduate students in other departments a general view of the structural and theoretical aspects of the economic organization. Special permission is necessary in the case of

students who as undergraduates have not covered the principles of economics.

Second Semester.—Professor Marshall. (3). (Not given in 1939-40.)

405. Technology and Modern Economic Problems

This is an analysis of the impact of technology upon society. In terms of modern scientific developments there is study of invention and the patent system, technological progress in our various industries, technological unemployment, the health and general welfare of the population, and present and future social needs. There are lectures, discussions, and term papers. Open to graduate students in any department.

Second Semester.—Professor Clemen. (3)

407. History of Economic Thought to 1800

The relationship of trends in economic ideas and types of civilization and an analysis of early methods of inquiry into economic problems. The work will deal with "economics" in its original religio-ethical, legal and philosophic connections, and will include the emergence of economics as an independent science and a growing issue in politics. The teachings of the Physiocrats and of Adam Smith and the immediate spread of their ideas will complete the survey. There will be lectures, reports and discussion. Special permission is necessary in the case of students who as undergraduates have not covered the principles of economics.

First Semester.—Professor Correll. (3).

408. History of Economic Thought 1800 to the Present

The development of economic thought will be studied with reference to central issues such as principles of population, formation of prices, distribution of wealth, value of money, international trade. Particular stress will be laid on the European marginal utility schools, the German historical school and the economic doctrine of socialism. Prerequisite, Economics 407 or special permission of the instructor.

Second Semester.—Professor Mann. (3).

501-502. Contemporary Economic Thought

A critical examination of representative types of economic theory, emphasizing the development of those schools of economic thought which are alive in America today. Particular attention is given to the points of view and logical premises of classical and neo-classical economics, the American Psychological School, Socialistic thought, and Modern Institutionalism, especially as they relate to current economic and social problems. The course is conducted by the discussion method. It is primarily for second- and third-year graduate students in Economics.

First and Second Semesters.—Adjunct Professor Piquet. (3).

506. Business Cycle Theories

A critical investigation of modern business fluctuations and business cycle theories. Particular attention will be given to the compatibility of apparently contrary explanations and to the verification of theories by statistical and historical data. Recent types of depression policies in the

United States and Europe will be described and analyzed. Prerequisite, Economics 408 or the equivalent.

First Semester.—Professor Mann. (3).

507. Economics of Instability¹

1. A consideration of the types of instability present in the economic system as a whole, including both business cycles, major depressions, and cycles of individual industries. 2. A critical examination of the law of supply and demand with reference to the development of the theory of economic cycles under the normal operation of the law and with the expected behavior of industries of various production response and various types of business organization, an examination of the theory of monopolistic competition, and a comparison of this with previous economic theory. 3. An examination of a number of industries with reference to the existence of continuous instability or cycles in the various industries in the light of the theoretical principles developed, including agricultural industries such as hogs, cattle, sheep, and cotton, and non-agricultural industries such as automobiles, steel, cement, commercial and residential construction, etc. 4. A consideration of general instability in the economic structure, including financial policy, savings, and changes in the proportion of wage earnings to profits and dividends. 5. A consideration of cycles of instability in industry as a whole in relation to instability in various individual industries and to general causes of economic instability. Prerequisites: An M.A. degree in economics plus statistics and courses in statistical price analysis.

First Semester.—Dr. Ezekiel and Dr. Bean. (3). (Given in 1938-39.)

See also:

- Economics 490. Government Control of Economic Life.
- Economics 491. Types of Social Organization.
- Economics 510. Monetary Theory.
- Economics 511. Banking Theory.
- History 405. History of American Agriculture.
- History 406. History of American Industry.
- History 407-408. The Development of American Culture.
- History 411-412. English Economic History.
- History 423-424. Evolution of Economic Institutions.
- History 539-540. Economic History, 1500 to 1800.
- History 543. Intellectual History of Europe.
- History 607. Ethical Factors in the Genesis of Capitalism.
- Political Science 409. Early Political Thought.
- Political Science 410. Contemporary Political Thought.
- Social Economy 502. Social Economy Perspectives.
- Social Economy 514. American Communities.

Money and Banking

410. Money and Banking

Emphasis in this course is placed on basic concepts such as the nature of money and credit and the institutional frame work within which money functions. Factors affecting both the supply and the rate of turnover of money are examined. The relations between banking policy, the

¹Given in cooperation with the Graduate School of the Department of Agriculture.

price level, and the business cycle are considered. Attention is directed toward the problem of the standard and the interrelations of domestic and foreign monetary systems. Lectures and discussion.

First Semester.—Assistant Professor Fisher. (3).

510. Monetary Theory

Basic monetary theories are analyzed and confronted with recent monetary policies of the United States and other countries. Interrelations of monetary, credit, business cycle, and fiscal policies are emphasized. Lectures, reports, and discussions. Prerequisite, Economics 410 or the equivalent.

First Semester.—Professor Mann. (3).

511. Banking and Credit Theory

A critical study of theories underlying modern banking and credit policies of the United States and other countries. Experts in special phases of the subject will address the class on various controversial issues. Lectures, reports, and discussions. Prerequisite, Economics 410 or the equivalent.

Second Semester.—Professor Mann. (3).

515. Comparative Control of Banking Systems

Analysis of the banking and currency systems of a number of foreign countries, including Great Britain, France, Germany, Canada, and other countries in which important banking developments have occurred in recent years. Particular attention will be given to the development of central banking in the British Empire, the cooperation between central banks and the Bank of International Settlements, devaluation by the "gold-bloc" countries, and current problems of currency stabilization. Prerequisite, Economics 410 or the equivalent.

First Semester.—Adjunct Professor Taylor. (3).

610. Current Monetary Problems

In this course a review will be made of the principal developments in the field of monetary policy and relations during recent years, and an examination of the major problems and controversies that have arisen in connection with these developments. Consideration will be given to alternative monetary policies that may be pursued in the immediate future and to the problems which lie ahead. Prerequisite, Economics 510 or the equivalent.

Second Semester.—(3)

611. Current Central Banking Problems

Consideration of the place of the central bank in the modern economy, particularly in the United States. Extent and nature of its influence on the business cycles. Different instruments of control. Prerequisite, Economics 511 or the equivalent.

First Semester.—Dr. Goldenweiser. (3).

612-613. Seminar in Banking Problems

This seminar is organized primarily for those whose theses lie within this special field, and meets at the convenience of the instructor. By arrange-

ment other students interested in some special line of research apart from their theses may be admitted and formal academic credit obtained.

First and Second Semesters.—Adjunct Professor Upham. (3 or 6).

614-615. Seminar in International Finance

This seminar is designed to provide for the special study of current problems in international finance such as stabilization operations, central bank policy, exchange controls, clearing agreements, defaults (and renewals of interest) on foreign investments, protective committees, etc.; also of special problems relating to the international movement of goods, services, and capital in their relation to prices and the mechanism of adjustment. Prerequisite, permission of the instructor.

First and Second Semesters.—Adjunct Professor Taylor. (3)

See also:

Economics 506. Business Cycle Theories.

Statistics 465. Industrial and Financial Statistics.

Corporation Finance, Investments, Trusts

420. Monopoly and the Competitive System

Survey of trust and combination movement in the United States. Definition and theory of competition, economic background of combination movement. Influence of large-scale production. Voluntary associations and restraint of trade. Technical trusts as monopolies. Holding companies and mergers. Open price associations. Trade association activities. Basing points and other non-competitive formulae.

First Semester.—Assistant Professor Huelster. (3) (Not given in 1939-40.)

421. Business Finance and Investment

A study of the principles and practices of financing business concerns with special reference to corporations. The subjects investigated include promotion, capitalization, and the sale of stocks and bonds, working capital, holding companies, reorganization, and the relation of the government to private financial operation.

Second Semester.—Assistant Professor Fisher. (3)

520-521. Corporation Finance

A study of the financial policies pursued by corporations in the issuing of securities, the management of capital assets and liabilities, income surplus and reserve, recapitalization, readjustments, and reorganization. Problems, cases, and reports.

First and Second Semesters.—Adjunct Professor Stevens. (3)

522-523. The Monopoly Problem

This course is designed for administrators and advanced students in economics.

Among the principal topics to be discussed are the following: background and history of monopoly and its practices; the monopoly investigation; general policies, including negative, positive, or non-regulatory policies; application of public policy to existing conditions including horizontal concentration of financial and industrial control through monopolistic units, non-horizontal centralization or control such as group activities

affecting competition, open price associations, basing point and delivered price systems, cost and statistical activities, adapting supply to demand, voluntarily accepted positions, and government relation to group activities.

First and Second Semesters.—Adjunct Professor Stevens. (3 or 6)

524. Problems of Corporate Reorganization

Second Semester.—Dr. Splawn. (3)

525. The Economics of the Holding Company

This course will be devoted to the study of economic problems growing out of the use of the holding company as a device for control and management. Each student will report on a definite problem.

Second Semester.—Dr. Splawn. (3) (Not given in 1939-40.)

620-621. Seminar in Financial Policies of Corporations

Each student will be assigned to the study of a group of corporations from which he will prepare analyses of their financial policies. The course will meet at an hour convenient to students and instructor.

First and Second Semesters.—Adjunct Professor Stevens. (3 or 6)

See also:

Economics 490. Government Control of Economic Life.

Economics 652-653. Seminar in Federal Regulation of Commerce and Administrative Law.

Fiscal Policy and Administration

430. Taxation and Public Finance.

The general principles of public finance are studied with stress upon modern problems and controversies in this field. Fiscal institutions in the United States and abroad are analyzed. The course deals with the budget, expenditures, revenues, and public credit. Special emphasis is laid on the tax problems of the United States.

First Semester.—Assistant Professor Huelster. (3)

530-531. Current Fiscal and Tax Problems

The course deals with such issues as financing a depression; taxation as an instrument of social control; the present and future role of income, sales, and payroll taxes; corporation taxation, tax exemptions; central, state and local fiscal relations; financing social security; the retirement of the debt; budgetary principles; inter-relations between fiscal and monetary policies. Prerequisite, Economics 430 or the equivalent. Students may enter in either semester.

First and Second Semesters.—Professor Mann. (3)

630-631. Seminar in Fiscal Policies

The course is designed for advanced students in the field, especially those who are preparing dissertations. The course will meet at an hour convenient to students and instructor.

First and Second Semesters.—Professor Mann. (3 or 6)

See also:

Economics 490. Government Control of Economic Life.

Political Science 404. Relations between Federal, State, and Local Governments.

Public Administration 442. Federal Accounting Procedures.

Public Administration 451. Federal Budgetary Administration.

Public Administration 481-482. Constitutional and Administrative Law.

Labor Economics**440. Labor and the Economic Order**

A survey of the problems involved in relations of employers, employees and the community or the government. Labor movements and theories of labor relations. The organization of labor, collective bargaining, and government intervention in labor disputes.

First Semester.—Assistant Professor Huelster. (3)

445-446. Labor Statistics—A Quantitative Approach to Labor Economics

This course is devoted to a description and critical analysis of the existing primary and secondary statistical data used in the field of labor economics and to statistical methods used in the collection, analysis and presentation of these statistics. In the first semester consideration will be given to a description of statistics of prices and the cost of living; wages and hours; employment and payrolls; labor productivity data; such personnel factors as labor turnover, absenteeism and age statistics; industrial accidents; trade union membership; industrial disputes; use of statistics in collective agreements. This will be followed in the second semester by the analysis of the extent to which statistics contribute to the solution of special problems such as the composition of the industrial population, unemployment, hours of labor in relation to unemployment, wage differentials and labor costs, real wages, labor income, and social security. This course is given in cooperation with the United States Bureau of Labor Statistics. Prerequisite, an introductory course in statistics.

First and Second Semesters.—Dr. Perlman. (2)

541. Labor Movements

Particular attention is given to the trade union movement in the United States in such respects as the historical development of unions, the functions of unions, structural differentiation, membership, organization and government, methods and tactics, the law in relation to labor organization, political and welfare activities, left wing unionism, unionism and social change. The changing form and substance of unionism in other countries are also considered. Prerequisite, Economics 440 or the equivalent.

First Semester.—Dr. Carroll. (3 or 6)

543. Labor and the Community

The purpose of this course will be to examine the status of labor in various types of communities, ranging from company town to metropolitan area; mobilization of the community on one or the other side in labor disputes; labor's political role; the functions, in addition to collective bargaining,

performed by labor unions; general education of workers; the changing cultural setting and ideology within which the terms of industrial employment are set and the activities of workers are carried on; implications for community institutions, community life and community responsibilities of industrial policies, e.g., opening and closing of plants.

Second Semester.—Associate Professor Ware. (3) (Given in 1938-39.)

544. The Wage and Hour Problem

This course surveys the current issues in the federal determination and administration of standards of wages and hours. The administration of the Fair Labor Standards Act is the central problem. It is treated in the perspective of economic principles and business practices; and a comparative study is made of previous experiences in the states, in foreign countries, and in the federal government. Prerequisite, Economics 440 or the equivalent.

Second Semester.—Dr. Tolles. (3 or 6)

640-641. Seminar in Labor Relations

This is an advanced seminar for students specializing in this field. It is open, on consent of the instructor, to persons engaged in creative research.

First and Second Semesters.—Dr. Leiserson. (3)

See also:

History 406. History of American Industry.

History 411-412. English Economic History.

Social Economy 403. Population Prospects.

Social Economy 407. Social Insurance.

Social Economy 507. The Worker's Income.

Social Economy 546. The State and Population.

Public Administration 403-404. Problems in Personnel Administration.

Public Administration 407. Position, Classification and Pay Plans.

Public Administration 410. Counselling Government Employees.

Public Administration 485. Labor Law.

Public Utilities, Transportation, Communication

450. Public Utility Economics

A study of the peculiar economics of the electric, gas, street-railway and other local public service enterprises, with particular emphasis on the problems of valuation, rates, and regulatory control by State and Federal commissions.

Second Semester.—Assistant Professor Huelster. (2) (Not given in 1939-40.)

451. Transportation and Communication

Economic principles and the modern development of the means of transportation (rail, road, water, pipe lines, air) and of communication (post, telegraph, telephone) are studied. Inspection of facilities and equipment will be a part of the work. Special attention is given to the needs of those who are interested in the work of government in relation to transportation and communication agencies.

First Semester.—Dr. Homberger. (3)

551. Coordinated Transportation

The rise of motor transportation and the revival of inland water transportation present new problems in the determination, from the public

viewpoint, of the respective contributions of motor, water and rail carriers. These problems are systematically examined with a view to working out effective and sound principles of coordination. Prerequisite, Economics 451 or the equivalent.

Second Semester.—Dr. Morgan. (3)

554-555. Current Issues in Transportation and Communication

The course deals with current problems in the relationship of the state to transportation and communication. The emphasis is upon American experience, other countries being discussed for comparative purposes. Students may enter the course either semester. Prerequisite, Economics 451 or the equivalent.

First and Second Semesters.—Dr. Homberger. (3)

650-651. Seminar in Transportation

This seminar is open to advanced students in the field, especially those who are preparing dissertations. Prerequisite, permission of the instructor.

First and Second Semesters.—Dr. Homberger. (3 or 6)

652-653. Seminar in Federal Regulation of Commerce and Administrative Law

This seminar is organized primarily for those whose theses lie within these special fields. It meets at the convenience of the instructor. By arrangement, other students interested in some special line of research apart from their thesis may be admitted and formal academic credit obtained.

First and Second Semesters.—Dr. Aitchison.

See also:

Economics 490. Government Control of Economic Life.

Economics 525. Economics of the Holding Company.

Economics 524. Problems of Corporate Reorganization.

Public Administration 481-482. Constitutional and Administrative Law.

Public Administration 681. Research in Administrative Law.

Agricultural Economics and National Resources

460 The Geography of National Resources

A fundamental survey of the whole field of resources, their conservation and use; including land, water, minerals, power, population, raw materials, capital resources, leading to advanced courses of a research nature. Lectures, wide reading of government report sources, and term papers on which class discussion is based. Open to graduate students in all departments.

First Semester.—Professor Clemen. (3)

461. Agricultural Economics

The course is a fundamental survey of the entire field, including farm management, production, marketing of agricultural commodities, prices, co-operative organization, land problems, finance. Open to all graduate students. The procedure followed is lectures, discussion, wide reading, and term papers at the discretion of the instructors.

Second Semester.—Dr. Stine and Dr. Thomsen. (3)

560. National Land Problems and Policies

The purpose is to analyze American land problems and policies, making comparisons with foreign experience. The topics will include objectives, use and disposal of public domain, mineral and forest policies, water rights and power, land classification, land use, reclamation and settlement, land tenure, small holdings, land valuation, taxation and land reform. Procedure is by lecture, reading and term papers. Prerequisite, Economics 461 or the equivalent.

First Semester.—Dr. Gray. (3)

660-661. Seminar in National Resources

This course is designed to provide a procedure whereby advanced students in special fields may be put into contact with leading governmental experts and administrations for individual guidance and criticism of research work. The course is under the informal but close guidance of the instructor who works with the cooperating officials. Each student pursues his own line of study, meeting with his advisers in tutorial conferences at times mutually convenient. Advanced work in (a) forestry, (b) water resources, (c) minerals, (d) power resources and (e) other fields is thus handled. The students in each such field form a separate group for instructional purposes. There are occasional joint meetings of the groups. Prerequisite, consent of the instructor.

First and Second Semesters.—Professor Clemen and Cooperating Experts. (3 or 6)

See also:

Economics 490. Government Control of Economic Life.

Economics 580. Marketing Agricultural Products.

History 405. History of American Agriculture.

Social Economy 411. Rural Sociology.

Social Economy 514. American Communities.

Social Economy 546. State and Population.

The American University also cooperates with the Graduate School of the Department of Agriculture in offering courses in this area. During the academic year 1938-39 the following courses were offered on a cooperative basis:

Nat. Res. 421. Farm Management

Dr. Goodfell and Dr. Johnson. (2)

Nat. Res. 516. Agricultural Credit in the United States

Second Semester.—Dr. Garlock. (3)

Agricultural Price Making Forces and Processing

Second Semester.—Dr. Stine and Dr. Thomsen. (3)

Nat. Res. 528. Non-Commodity Uses of Forests

Dr. Robert Marshall. (2)

Nat. Res. 605. Subsistence Farming

Second Semester.—Under-Secretary Wilson. (3)

International Economics

470. Principles Underlying International Economics

A brief survey of international economic problems, with main emphasis on the theory necessary to their understanding, covering the following topics: the relation of international economics to general economics; the structure of international payments; the reasons for, and advantages of, international specialization in the production of goods and services; international monetary problems; economic aspects of trade barriers.

Second Semester.—Assistant Professor Fisher. (3)

570. Economic Foreign Relations of the United States

The present status of our economic foreign relations and the vital problems of policy to which they give rise. Among the broader subjects to be covered are: the trend toward world-wide industrialization and its relation to policies of economic self-sufficiency; economic planning, national and international, with special reference to the United States; the problem of reviving international trade and investment, and the role and interests of the United States in relation thereto; the international creditor position of the United States, and its influence upon our economic policies; control of raw materials; economic imperialism vs. "the open door at home"; the economic work of the League, and the interests of the United States with reference thereto. This course will include both lectures and assignment of special topics to individual students whose reports will constitute a basis for general discussion. Prerequisite, Economics 470 or the equivalent.

Second Semester.—Dr. Edminster. (3)

572. Tariff Policies

A survey of American and foreign tariff policies, including a study of their historical evolution and of present-day problems. Special attention is given to the current tariff bargaining program of the United States, followed by case studies to familiarize the student with the practical problems encountered in the field. Prerequisite, Economics 470 or the equivalent.

Second Semester.—Dr. Edminster. (3) (Not given in 1939-40.)

See also:

Economics 515. Foreign Currency and Banking Systems.

Economics 614-615. Seminar in International Finance.

International Affairs 412. The Conduct of Foreign Relations.

International Affairs 423. International Relations and World Politics.

International Affairs 552. Latin America in the Twentieth Century.

Economics and Business

480. Backgrounds of Public and Business Administration

The forms which administration takes are many—business, military, educational, church, governmental, or other administration. Running through all these are a few basic processes of administration which manifest themselves in varying techniques and devices, according to the characteristics of the group concerned and the culture of the time. This course examines the essentials of group formation and maintenance

in order to see the location of authority, the determination of objectives, the shaping of an organization, its operation, and the contacts among groups as processes which persist in all enduring groups of all times. Against this background are seen in perspective such instruments of administration as personnel control, standards, statistics, budgetary procedure, accounting, management and supervision. The cases used for illustration and study are drawn primarily from business and governmental operations, for both of which the course provides an overall view and also considerable analysis.

First Semester, repeated Second Semester.—Professor Marshall. (3)

481. Business Organization and Administration

A study of the principles of business organization and management. Attention is given to internal problems of business enterprise, such as personnel, finance, production, and marketing as well as to the broader question of its relationship to society. Prerequisite, Economics 480 or the equivalent.

Second Semester.—Dr. Fisher. (3) (Not given in 1939-40.)

482. Business Law

This course is designed to be of value to persons who are in the government service or in business. It is not in any sense a substitute for the type of legal training provided by law schools but is designed to give the student an introduction to the part which law and legal institutions play in our economic and social life and to basic concepts in such fields of the law as contracts; torts; real and personal property; agencies; negotiable instruments; sales; and evidence. The work of the course will be based primarily on a text but students will be given some opportunity to read leading cases in the various fields covered by the course. Prerequisite, Economics 480 or the equivalent.

Second Semester.—Mr. Young. (3)

580. Marketing Agricultural Products

A course dealing with fundamental principles and significant practices in the marketing of agricultural staples. Types of markets and functions of middlemen; buying methods and sales policies; problems of standardization and regulation; produce exchanges, future trading, and hedging; market news and other services; the relation of marketing to prices.

First Semester.—Adjunct Professor Stevens. (3) (Not given in 1939-40.)

581. Marketing Manufactured Products

The course deals with the fundamental principles of assembling and dispersing manufactured goods. Some of the topics covered are: functions of wholesale and retail middlemen; selling through wholesalers, direct to retailers, direct to consumers; branch house distribution; mail order selling; chain store distribution; prices and price policies; cash and quality discounts, price maintenance, guarantees against declines; cost of distribution.

Second Semester.—Adjunct Professor Stevens. (3) (Not given in 1939-40.)

See also:

Economics 506. Business Cycles Theory.
Economics 410. Money and Banking.

- Economics 510. Monetary Theory.
- Economics 511. Banking and Credit Theory.
- Economics 610. Current Monetary Problems.
- Economics 611. Current Control of Banking Problems.
- Economics 421. Business Finance and Investment.
- Economics 520-521. Corporation Finance.
- Economics 420. Taxation and Public Finance.
- Economics 440. Labor and the Economic Order.
- Economics 541. Labor Movements.
- Economics 544. The Wage and Hour Problem.
- Economics 451. Transportation and Communication.
- Economics 554-555. Current Issues in Transportation and Communication.
- Economics 460. Geography of Natural Resources.
- Economics 470. Principles Underlying International Economics.
- Economics 570. Economic Foreign Relations of the United States.
- Economics 490. Government Control of Economic Life.
- Public Administration 403-404. Problems in Personnel Administration.

Accounting

GROUP A—Background Courses Not Carrying Graduate Credit

B. A. 331-332. Principles of Accounting

During the beginning half the elementary principles and procedures of accounting will be taken up. The work will be carried on by discussion and problems. It is expected that at the end of the semester the student will be prepared to devise the accounting records necessary for a small business organization; make the necessary entries in the records; draw off statements at the end of the fiscal period; adjust the accounts for accruals, deferred items, depreciation, etc.; and close the books.

The work during the second semester will deal with more advanced principles of accounting. Subject matter to be taken up will include the determination of income under special circumstances, the valuation of assets and depreciation policies, manufacturing accounts, partnership accounts, and corporation accounting, particularly the treatment and interpretation of capital stock, surplus, and reserve accounts.

First and Second Semesters.—Assistant Professor Fisher. (3)

B. A. 333-334. Second Year Accounting

The first semester of this course will deal largely with valuation. It will include the principles governing the valuation of various types of assets, suitable methods of reflecting asset values in the accounts, fundamentals of determining the liabilities and net worth, and the allocation of income and expense to the proper fiscal period as part of the problem of valuation. The discussion of profits will include a consideration of the problems pertaining to the deferring of expenses and the treatment of unusual losses and gains. The appropriation of profits for dividends and reserves and the relationship of funds to reserves will also be examined. Prerequisite: First year of Accounting or its equivalent.

First and Second Semesters.—Dr. Nielsen. (3)

*GROUP B— Courses Carrying Advanced Undergraduate and Graduate Credit***B. A. 429. Advanced Accounting Problems**

This course has been included in the curriculum because problem-solving ability is requisite to the technical competence of persons who wish to specialize in financial administration, either public or private. The subject-matter is based primarily on the examinations of the American Institute of Accountants, supplemented by problems from C. P. A. examinations of some of the states. The examinations contain a wide range of difficult topics of current and practical interest. This makes them specially appropriate for advanced accounting or C. P. A. review courses. The materials have been grouped by main subjects. Lists of authoritative references for study and review will be furnished to the students.

Second Semester.—Mr. Payne. (3)

B. A. 431. Elementary Cost Accounting

This course includes a thorough consideration of the basic principles of cost accounting together with their practical application in the development of cost accounting procedures. By means of lectures, study of a text and the solution of problems, the student is familiarized with accounting for materials, labor and indirect expenses; the relationship of cost accounts to the financial accounts; departmental process, sequential and job lot costs; and the uses of forms more commonly utilized in cost accounting.

First Semester.—Mr. Koch. (3)

B. A. 432. Income Tax Procedures

This course is a study of the Federal Income Tax Acts and their administration from the standpoint of tax returns. The several forms used for the Income Tax returns are carefully analyzed. Detailed study is made of the various kinds of income exemptions and deductions. Thorough drill is given in finally computing the taxes.

First Semester.—Mr. Clark. (3)

B. A. 433. Auditing

The purposes and types of audits will be studied. Consideration will be given to such problems as the planning and performing of audits, principles and auditing of different types of audits, audit working papers and reports, and responsibility of the auditor.

Second Semester.—Mr. Nickson. (3)

B. A. 455. Use of Electric Bookkeeping and Accounting Equipment as an aid to Management in the Fields of Accounting, Statistics, and Personnel.

A brief introduction to the principles and operation of electric bookkeeping and accounting equipment, with classroom demonstrations.

This will be followed by a treatment of the application of automatic machines to management problems in such fields as accounting, statistics and personnel. For instance, in the field of personnel, attention will be given to the use of automatic equipment in maintaining payroll records and personnel statistics in connection therewith, and in maintaining com-

plete records of personnel qualifications and experience as instruments of recruitment and promotion.

First Semester.—Mr. Allen. (3)

Social Control and Economic Planning

490. Government Control of Economic Life

The purpose is to survey theories and conditions of state activity from mercantilism to current frameworks in leading nations. There will be study of regulation in America of prices, credit, taxation, securities, utilities, agriculture, social security, labor relations, public works. Procedure is by lecture, discussion and wide reading. Open to graduate students in all departments.

First Semester.—Professor Clemen. (3)

491. Types of Social Organization

As an introduction to the contemporary social movements, the Utopian literature and Utopian experiments of the past are first studied. The main part of the course deals with the social aspects of movements designed to make over society, such as communism, socialism, Facism and the cooperative movement. Especial attention is paid to their theories of social development and social improvement and the changes in social institutions involved. Prerequisite, graduate work in economics.

Second Semester.—(3) (not given in 1939-40.)

*492. Risk, Uncertainty, Insurance

This course deals with risk and uncertainty as manifested in the current economic order. Methods of dealing with the situation are broadly surveyed with emphasis upon insurance and establishing social minima.

First Semester.—Assistant Professor Fisher. (3)

690. Seminar in Economic Coordination

An analysis of the problem of economic coordination in the presence of modern technology and administered prices, consideration of the techniques of coordination and planning available to a democracy, and discussion of the problems involved in constructing a guide to effective use of national resources. This latter will involve the technical problems of measuring consumption requirements, of measuring industrial capacities, and of integrating the two so as to picture the effective use of resources. Admission upon consent of the instructor.

Second Semester.—Dr. Means. (3 or 6)

See also:

Economics 522-523. The Monopoly Problem.

Economics 530-531. Current Issues in American Taxation.

Economics 543. The Wage and Hour Problem.

Economics 652-653. Seminar in Federal Regulation of Commerce and Administrative Law.

Government-Economics 503. The State as Affected by Economic Forces.

Political Science 553. Federalism and Economic Controls.

Political Science 556. The Administrative Process and Economic Forces.

Social Economy 546. State and Population.

History 403-404. Constitutional History of the United States.

Public Administration 481-482. Constitutional and Administrative Law.

HISTORY

EUGENE N. ANDERSON, *Chairman*

ERNST CORRELL, *Student Adviser for Economic History*

ERNST CORRELL

PHILIP C. BROOKS

OLON J. BUCK

GEORGE S. DUNCAN

WESLEY M. GEWEHR

LEWIS C. GRAY

LOUIS C. HUNTER

W. CHAPIN HUNTINGTON

RALPH E. TURNER

CAROLINE F. WARE

*403-404. Constitutional History of the United States

An advanced course, the aim of which is the study of the outstanding constitutional problems and controversies typical of the development of American issues and institutions.

First and Second Semesters.—Professor Gewehr. (3)

405. History of American Agriculture

The principal emphasis in this course is on economic rather than technological phases of American agricultural history, although the influence of technological changes on economic and social evolution of American agriculture is considered. Special attention is given to some of the significant foci about which research activity may properly be organized and considerable attention is given to the bibliography of the field, with particular reference to the relative values of the different classes of primary and secondary sources. Discussion is devoted to the more significant trends in the economic and social evolution of American agriculture, and the more important regional contrasts, and will indicate some of the forces that operate to determine these trends and regional contrasts.

Second Semester.—Dr. Gray. (3)

406. History of American Industry

This course provides for students with a background in either economics or history a descriptive and analytical view of the structure of American industrial society, in terms of its historical development and of the institutions through which it operates. Individual industries are examined with reference to the factors of technology, location, industrial organization, mechanisms of distribution, labor supply and relations, capital supply, financial and governmental controls.

Second Semester.—Associate Professor Ware. (3) (Given in 1938-39.)

407-408. The Development of American Culture

This course brings to American History the approach of the cultural anthropologist. It traces the development of dominant American culture patterns and their relation to these of non-dominant economic, ethnic, and religious groups. It provides public officials, teachers, and ordinary

citizens with an understanding of the traditions which set the framework within which social action takes place.

First Semester.—Associate Professor Ware. (3) (Given in 1938-39.)

411-412. English Economic History

The development of English agriculture, commerce, manufacturing, and finance, from the Middle Ages to the present. Emphasis will be given on the emergence of the national economy and its early imperial expansion, and the Industrial Revolution and its effects upon national and imperial economic interests.

First and Second Semesters.—Dr. Turner. (3) (Given in 1940-41.)

415. Europe Since the World War—From the World War to the Economic Crisis of 1930-31

The effects of the World War, the political and social problems of military and economic demobilization, the attempts at reconstruction in each country and in international relations, social economic ideological and institutional aspects will be stressed along with the political ones.

First Semester.—Dr. Anderson. (3)

416. Europe Since the World War—From the Economic Crisis to the Present Day

The economic crisis and its effects, the spread of dictatorship, the nature of social and political life under the dictatorships, the Danubian and Balkan problems, the impact of dictatorships that won the democracies, the changes in the European state system.

Second Semester.—Dr. Anderson. (3)

423-424. Evolution of Economic Institutions

The study during the first semester will relate to the pre-capitalistic age including phases of primitive life, the economy of village and manorial systems, principal forms in the economic and social organization of industrial production and exchange. Studies in the second semester will include the phenomena of the progressive commercialization of wants; changes and growth in agriculture, industry, and trade; the extra economic influences such as the alleged religious genesis of capitalism and the rise of the national state; the economic and social aspects of the increasing division of labor and the changes in transportation; and the growth of the financial society.

First and Second Semesters.—Professor Correll. (3) (Given in 1940-41.)

451-452. The Emergence of Modern America

The purpose of this course is to provide the historical background and orientation necessary for an understanding of the leading social, economic and political conditions and problems of the United States of today by tracing their development from the second quarter of the 19th century down to the present. It will assume only a general knowledge of United States history. Lectures, wide reading, and reports. May be taken for the whole year or for either semester.

First and Second Semesters.—Professor Hunter. (3)

507-508. Prehistoric Man (Anthropology)

An intensive study of man's origin and progress including his physical, material, intellectual, political, social, economic, and religious development.

First and Second Semesters.—Professor Duncan. (3) (Given in 1940-41.)

509-510. History of Egypt, Babylonia, Assyria, and Israel

This course will cover the following main topics: physical nature of the land; influence of geographic environment; racial origins, literatures, cultures, and religions; history of excavations, and inscriptions.

First and Second Semesters.—Professor Duncan. (3)

531-532. New Materials and Viewpoints in American History

Attention in this course will be centered upon areas and aspects of American development which heretofore have received but incidental attention or have been ignored by most historians of the United States. Such subjects as urbanization, the role of technology, and population movements will be taken up. Emphasis will be placed throughout upon the relationships between history and the other social sciences. Informal lectures, reports, discussion.

First and Second Semesters.—Professor Hunter. (3)

539-540. Economic History, 1500-1800

A study of economic policies which characterized the development of European nations from about 1500 to the end of the 18th century. Outstanding "mercantile systems," their interest in national economic growth and commercial-colonial expansion, will be examined and grouped according to geographical and historical factors. Methods and practices of continental Cameralism will be taken up to illustrate a different type of principles working for the creation and stabilization of national economic units. Attention will be directed to the beginnings of "world economic" concepts and the resulting conflict between "protection" and "free trade".

First and Second Semesters.—Professor Correll. (3)

543-544. Intellectual History of Europe

The development of the intellectual traditions of European civilization. Emphasis will be given to the relation of social and economic factors to the growth of religion and philosophy, the advancement of science, and the diffusion of learning. The role of "intellectuals" in social and political evolution will be examined.

First and Second Semesters.—Dr. Turner. (3)

545-546. Modern European Culture

This course aims to provide background for understanding European life of the present day, not merely for students of history but for those in the other social sciences. The institutional structure of European culture, for example, royalty, aristocracy, bourgeoisie, church, army, industry, banking, education during the past two centuries will be analyzed. Necessary equipment: a general background in either history or the other social sciences. Lecture and discussion.

First and Second Semesters.—Professor Anderson. (3) (Given in 1940-41.)

547. History of Central Europe in the 19th Century

This course will deal with the political and constitutional reorganizations

in Germany and Austria-Hungary and their economic, social and ideological backgrounds, during the 19th Century. The relations between these two countries and the Balkans will also be covered.

First Semester.—Professor Anderson. (3)

551. History of Nationalism

The theory and practice of nationalism will be analyzed with special reference to the world today. Emphasis will be put on European nationalism, but the manifestations elsewhere will also be considered. Lectures and discussion.

Second Semester.—Professor Anderson. (3)

553. The Development of Modern Russia

A survey course covering the period from the emancipation of the serfs to the present time. Special emphasis will be placed upon the factors of geography and industrial development. The aim will be to lay a groundwork for the understanding of the Soviet regime of today.

Second Semester.—Dr. Huntington. (3) (Given in 1938-39.)

603. European Historiography Since the 18th Century

Schools of historical interpretation and their relation to philosophy of history will be especially studied. Each student will be expected to be prepared to discuss with the class one philosophy of history, as, for example, St. Augustine's *City of God*, Hegel's *Philosophy of History*, and one classic in historical writings, as, for example, Gibbon's *Decline and Fall of the Roman Empire*, Burckhardt's *Civilization of the Renaissance in Italy*. In addition, the students will be held responsible for the materials in G. P. Gooch's *History and Historians in the Nineteenth Century*. Problems of causality, periodization, etc., will be especially studied. Lecture and discussion.

Second Semester.—Professor Anderson. (3) (Given in 1940-41.)

604-605. Thesis Seminar (European History)

Problems will be selected and treated in such a way as to train the students in handling different kinds of concepts and materials, political, economic, social, institutional, ideological.

First and Second Semesters.—Professor Anderson.

607. Historiography, Methodology, and Materials for Research in American History

This course is designed to familiarize students primarily in American History with the following: the work of the more important historians and historical agencies; the fundamental tools for research, such as bibliographies, guides, inventories, and catalogues; types of research material, such as archival data, historical manuscripts, newspapers, and published documents; the principal collections of such materials; and methods of collecting, organizing, and presenting historical data. Special attention will be given to research material available in Washington.

Dr. Buck and Dr. Brooks. (Given in 1938-39.)

609. Seminar in American History: The Rise of the City

This course has a three-fold purpose: to survey the literature of urbanization, both within and outside the field of history, to consider the historical

problems arising out of the study of this phase of American development, and to undertake a detailed investigation of particular aspects or problems. Discussion, reports, term papers.

First Semester.—Professor Hunter. (3)

610. Seminar in American History: Population Movements in American History

The object of this course is to examine the character and role of population movements in the history of the Americas, viewed against a background of world population movements and with special reference to the United States and to immigration. Discussion, reports, term paper.

Second Semester.—Professor Hunter. (3)

611-612. Research in European Economic History

Problems will be selected and treated in such a way as to train the students in handling different kinds of concepts and materials, political, economic, social, institutional ideological.

First and Second Semesters.—Professor Correll.

614. Ethical Factors in the Genesis of Capitalism

A seminar to serve students interested in the evolution of economic theory as well as of modern society. Selected phases in the history of the Christian churches and their ethical concepts and standards touching on economic life will be studied. The issue existing between religious and economic ethics will be investigated by way of an historical review and analysis of church regulations relative to business behavior and consumption habits. The effect of Christian principles of discipline in economic civilization will be evaluated. Students will gain a critical understanding of recent literature centering around the problem "Religion and the Rise of Capitalism". Persons other than candidates for degrees will be admitted upon consent of instructor.

Second Semester.—Professor Correll. (3)

See also:

- Ec. 407. History of Economic Thought to 1800.
- Ec. 408. History of Economic Thought 1800 to present.
- Ec. 541. Labor Movements.
- Ec. 460. Geography of National Resources.
- Pol. Sci. 409. Early Political Thought.
- Pol. Sci. 410. Contemporary Political Thought.
- Int. Rel. 423. International Relations and World Politics.
- Int. Rel. 551. Latin America in the 19th Century.
- Int. Rel. 552. Latin America in the 20th Century.
- Soc. Econ. 502. Social Economy Perspectives.
- Soc. Econ. 514. American Community.

INTERNATIONAL AFFAIRS

ELLERY C. STOWELL, *Chairman*

WILLIAM E. ARMSTRONG

ERNEST S. GRIFFITH

HENRY B. HAZARD

JOHN C. PATTERSON

ADOLF STURMTHAL

WILLIAM G. SYMMERS

405. The Principles of International Law

A course designed to give an understanding of the fundamental principles of International Law and to develop the application of these principles to the leading topics of the law. Emphasis will be placed on analyzing current events.

First Semester.—Professor Stowell. (3)

410. International Organization

Historical background and development. Constitution and functions of the Assembly, Council, and Secretariat of the League of Nations. The International Labor Organization. The Permanent Court of International Justice.

Second Semester.—Dr. Armstrong. (3)

423. International Relations and World Politics

In this course special attention is given to such controlling factors as nationalism, imperialism, and militarism. The economic aspects of world politics are duly emphasized, and the following topics carefully considered: general principles of investment diplomacy; financial supervision; practice of armed protection; historical background of commercial diplomacy.

First Semester.—Professor Stowell and Dr. Sturmthal. (3)

412. The Conduct of Foreign Relations

This course will deal with the organization of foreign offices and foreign services; the various agencies of government bearing upon foreign relations and how they operate; the problem of popular control and of popular education in the foreign relations of governments; the manner in which foreign relations actually are conducted, and similar problems. Special attention will be given to the organization of the United States Department of State.

Second Semester.—Professor Stowell. (3)

509. The Analysis of a Foreign Culture

This course is designed for those associated with or entering the foreign service of any nation. It deals with the ways and means of most quickly and accurately understanding the salient aspects of the culture and institutions of a nation other than one's own. The approach is largely

sociological, but the topics considered are designed to be of maximum practical usefulness in the day to day business of a foreign service officer. Traditions, government, business, religion, population composition, recreation, ethics, and other areas are analyzed.

First Semester.—Professor Griffith and Associates. (3-6)

514. International Law—The Law of Intervention

A study of the international law rights enforced through intervention and of the regulations governing recourse to remedial force. The restrictions and limitations recognized by the laws of war in order to prevent, in so far as possible, an abusive use of force. Prerequisite for admission; International Affairs 405, or equivalent.

Second Semester.—Professor Stowell. (3)

515-516. International Law Procedure

International Law as applied by courts and administrative officials to the regulation of immigration, and the law of nationality, naturalization, citizenship, and expatriation.

First and Second Semesters.—Adjunct Professor Hazard. (1½)

519. Extradition

A study of international extradition with some consideration of interstate rendition. The nature of the obligation of extradition and the procedure as governed by statute and treaty considered in relation to the principles of the criminal law of the United States and other countries. This course is open to those who have not had previous professional legal training.

Second Semester.—Adjunct Professor Hazard. (1½)

520. Conflict of Laws (Assimilation of Laws)

This course (sometimes termed "Private International Law") deals with the rights of persons within the territory and dominion of one political sovereignty, by reason of acts done within the dominion of another sovereignty; the basis of the recognition of the foreign law; the rules governing the determination of the status and capacity of individuals; the rules relative to title and disposition of property; the enforcement of foreign judgments.

Second Semester.—Adjunct Professor Hazard. (1½) (Alternates with 519.)

523. Admiralty Law (Maritime Law)

A survey of the principles of admiralty law including marine contracts, marine insurance, general average, bottomry bonds, piracy, prize courts and prize jurisdictions.

Second Semester.—Mr. Symmers. (1½)

541. Constitutional Phases of Treaty-Making

Role of the Senate, the House of Representatives, the Executive and the States; delegation of the treaty-making power.

First Semester.—Adjunct Professor Hazard. (1½)

551. Latin America in the XIX Century

A survey of the international relations of the Latin American States from Independence to the close of the century.

First Semester.—Professor Patterson. (3)

552. Latin America in the XX Century

A continuance of course 551 in which the more recent developments in Latin American international affairs are considered.

Second Semester.—Professor Patterson. (3)

609-610. Seminar in International Affairs

Thesis.

First and Second Semesters.—Professor Stowell. (3)

611-612. Research in Problems of Immigration and Naturalization

First and Second Semesters.—Adjunct Professor Hazard.

613-614. Seminar in International Affairs

First and Second Semesters.—Professor Patterson.

See also:

Pol. Sci. 401. Legislation.

Pol. Sci. 402. The National Executive.

Pol. Sci. 461. The Government of England.

P. A. 481-482. Constitutional and Administrative Law.

Ec. 460. The Geography of Natural Resources.

Ec. 470. Principles Underlying International Life.

Ec. 570. Economic Foreign Relations of the United States.

Ec. 572. Tariff Policies.

Hist. 543-544. Intellectual History of Europe.

Hist. 545-546. Modern European Culture.

Hist. 547. History of Central Europe in the 19th Century.

PUBLIC ADMINISTRATION AND POLITICAL SCIENCE

ARTHUR S. FLEMMING, *Director, School of Public Affairs*

CATHERYN SECKLER-HUDSON, *Chairman of Political Science*

CLYDE B. AITCHISON

HERBERT ANGEL

F. J. BAILEY

ROBERT M. BARNETT

ISMAR BARUCH

SAMUEL S. BOARD

WILLIAM D. BOUTWELL

RUDOLF CLEMEN

ERNEST S. GRIFFITH

CHARLOTTE A. HANKIN

JOSEPH P. HARRIS

W. A. JUMP

LEON C. MARSHALL

ARCH A. MERCEY

FRANK H. MORTIMER

WILLIAM NELSON

MIRIAM E. OATMAN

JOHN B. PAYNE

WILLIAM B. PHILLIPS

OLIVER C. SHORT

ROY STRYKER

DAVID ZISKIND

General Courses in Field of Public Administration and Political Science

Ec. 480. Backgrounds of Public and Business Administration

Running through the many forms of administration are a few basic processes of administration which manifest themselves in varying techniques and devices, according to the characteristics of the groups concerned and the culture of the time. This course examines the essentials of group formation and maintenance in order to see the location of authority, the determination of objectives, the shaping of an organization, and the contacts among groups, as processes which persist in all enduring groups of all times. Against this background are seen in perspective such instruments of administration as personnel, control, standards, statistics, budgetary procedure, accounting, management and supervision. The cases used for illustration and study are drawn primarily from business and governmental operations, for both of which the course provides an overall view and also considerable analysis.

First and Second Semesters.—Professor Marshall. (3)

401. Legislation

The purpose of this course is to consider not only the structure, functions, and procedures of the law-making agencies, but also the basic political processes and forces according to which these agencies operate. Throughout the course an attempt is made to integrate the material studied with that of the broader field of political science and the other social science disciplines as well. Opportunity is offered and credit given for first-hand

study and observation of the government in action in Washington. During the semester certain leaders in the field of legislation will lecture to the class.

Second Semester.—Professor Seckler-Hudson. (3)

402. The National Executive

The purpose of this course is to consider the broad aspects of the national executive in their close relationship to the basic political processes, and to the socio-economic-psychological factors which give them movement. A reasonable setting is given the course through close integration of the materials studied with those of the broader field of political science and the other social science disciplines.

Opportunity is offered and credit is given for first-hand study and observation of the government in action in Washington.

First Semester.—Professor Seckler-Hudson. (2-3)

403. State Government and Administration

The purpose of this course is to examine the present powers and functions and administrative organization of state governments combined with such review of their historical growth as is essential to an understanding of present conditions. Some attention will be given to the county and other local units.

(Not given in 1939-40.)

404. Relations Between Federal, State, and Local Governments

The purpose of this course is to survey the traditional functions of each of the governmental units in the United States and to study present relations and trends.

Second Semester.—Dr. Harris. (2)

409. Early Political Thought

The purpose of this course is to study the principal contributions made to political thought, from Plato to John Stuart Mill. Both the theoretical and the institutional aspects of the various doctrines will be examined. Emphasis will be placed on the historical development of important concepts, and the relation between their modifications and changes in society and social and political institutions.

First Semester.—Dr. Oatman. (3)

410. Contemporary Political Thought

This course will consider the underlying ideals and principles of the most important political-economic systems operating today and interpretations of these concepts by proponents and opponents. Emphasis will be given to a study of the meaning and value of democracy in the twentieth century and the social and economic conditions under which various systems of thought are crystallized into institutions.

Second Semester.—Dr. Oatman. (3)

419. Public Opinion

The objective of this course is to make an analysis of "informal" government as an agency of political control. Particular emphasis will be given to methods and technique of group pressures; their relation to formal gov-

ernmental policies; the use of various media of inter-communication by propagandist groups; factors conditioning public opinion; statistical possibilities of measuring public opinion; and some of the problems arising from the activities of pressure groups and propaganda agencies.

First Semester.—Professor Seckler-Hudson. (3)

420. Political Parties

The purpose of this course is to make a critical examination of the party processes and their articulation with the formal machinery of government. Problems to be studied will include party organizations; sectional and group influences on party policies; politicians and political leaders; human nature in politics; the spoils system; nominating systems; campaign methods and practices; conduct of elections and attending expenditures; and recent trends in party politics. Throughout both semesters comparisons will be made with party practices and functions in foreign countries that operate under such forms of government as Facism, Communism, or Parliamentary Democracy.

Professor Seckler-Hudson. (3) (Not given in 1939-40.)

P. A. 423. Public Affairs Laboratory

A seminar for advanced social science students. The purpose is to enable students to take adequate advantage of the unique possibilities of Washington for the study of the actual administration of the public affairs of the nation. Open to graduate students and honor undergraduates who are nominated by members of the faculty. Lectures by permanent members of faculty, wide reading, and weekly conferences in their offices with important administrators of the federal government.

Second Semester.—Professor Clemen, Chairman. (3)

*462. The Modern Government in Action

A world view of the changes taking place in the nature of government and an analysis of the forces which are bringing about these changes.

Second Semester.—Professor Giffith. (3)

*461. The Government of England

A systematic presentation of the main features of parliamentary government as exemplified in England. Comparisons with the United States will be stressed.

First Semester.—Professor Griffith. (2)

Gov. Ec. 503. The State as Affected by Economic Forces

A comparative and historical study of trends in the principal industrial nations. Special attention will be given to the profound alterations brought about in legislative and administrative processes by economic change. The impact of economic forces upon federalism, democratic control, political leadership, the courts, and local self-government will be considered in the light of world trends.

First Semester.—Professor Griffith. (3)

507. Present-Day Political Europe—The Democracies

A study of the leading democracies including particularly those of England, France, and Switzerland. The present organization of the various forms

of these governments; the relation of these special forms to the populations they govern; and the social and economic problems with which they must cope.

(Not given in 1939-40.)

509. Present-Day Political Europe—The Dictatorships

A study of the rise and underlying forces of the present-day dictatorships, particularly those of Italy, Germany, Russia, and Turkey. The forms of these governments; their relation to the social and economical realities within the nation; and their international relationships will be stressed.

(Not given in 1939-40.)

534. The Sociological Approach to Governmental Problems

This course is designed primarily to serve as an enquiry into the validity of the sociological methodology when applied to governmental phenomena. Prerequisite: a course in sociology or social psychology.

Second Semester.—Professor Griffith. (2)

536. Municipal Government

The seminar method will be used to consider a number of controversial problems in the field. Included will be such topics as metropolitan government, home rule, measurements, federal-city relations, the property tax, relief, etc.

Second Semester.—Professor Griffith. (2) (Given in 1940-41.)

537. History of Anglo-American Law

A study of the development of fundamental English and American legal institutions—the origins of Anglo-American law—the common law and statutes—a survey of the substantive law fields, and the part played by procedure in the growth of substantive law—the organization of English and American courts—law and equity, trial and appellate, national and local.

(Not given in 1939-40.)

538. Jurisprudence

Theories of the nature of law and of its ends—a critical examination of the more prominent legal concepts—Law's place in modern society—the nature of the judicial process.

(Not given in 1939-40.)

Gov. Ec. 553. Federalism and Economic Controls

Consideration will be given in the seminar to the underlying economic changes and their effect upon Federal systems in the United States and elsewhere. The problems of regional concentration of wealth, of control of competitive and monopolistic aspects of industry, and of labor standards will receive major attention to the extent that they are reacting upon the federal elements in the institutions of the nations studied.

Second Semester.—Professor Griffith. (2) (Given in 1940-41.)

Gov. Ec. 556. The Administrative Process and Economic Forces

A study of the changes in public administration brought about by the changing role of the government in economic life.

Second Semester.—Professor Griffith. (1½)

581. Seminar in Pressure Groups and Party Problems

It is the purpose of this seminar to serve as a research workshop for students interested in the activities of pressure groups, party problems, or some special aspect of public relations.

The course will be so organized and conducted as to be of practical interest to persons participating in the activities of pressure groups as well as to those persons who are in the government service and who are subject to the pressure of the various groups. During the semester certain persons directly in touch with interest groups will lecture to the class.

Second Semester.—Professor Seckler-Hudson. (3)

609-610. Research Seminar in Public Administration and Political Science

Thesis.

First and Second Semesters.—Professor Seckler-Hudson and Mr. Flemming.

P. A. 609. Current Issues in Administration

This is an advanced seminar open only to persons who have had considerable experience in the field of administration in industry, education, or government; and to advanced students in the fields of public, business, or educational administration.

Each year an outstanding current problem in the field of administration will be considered by the group under the direction of a member of the full-time staff and with the assistance of visiting experts. In 1938-39 the group, under the leadership of Professor Marshall, considered: "The Role of the Director of Personnel as a Staff Officer."

First Semester.—(3)

See also:

Ec. 401-402. Economic Theory.

Ec. 490. Government Control of Economic Life.

Int. Affairs 405. The Principles of International Law.

Int. Affairs 412. The Conduct of Foreign Relations.

Int. Affairs 423. International Relations and World Politics.

Hist. 403-404. Constitutional History of the United States.

Hist. 531-532. New Materials and Viewpoints in American History.

Soc. Ec. 401. Social Forces in American Society.

Soc. Ec. 409. Public Welfare Administration.

Constitutional and Administrative Law**P. A. 481-482. Constitutional and Administrative Law**

The first semester of this course is devoted to a consideration of the basic principles of Constitutional Law. In the second semester primary emphasis is placed on administrative law, including the problems of judicial control over administrative action, and procedures before administrative tribunals. Among the topics to be treated are: distinction between executive, judicial, and legislative functions; administrative discretion; conclusiveness of administrative determination; administrative and judicial proceedings for relief against actions of administrative offices; and such procedural matters as the use of the rules of evidence before administrative tribunals.

First and Second Semesters.—Mr. Flemming. (3)

P. A. 483. Current Decisions of the Supreme Court¹*Second Semester.—Mrs. Hankin. (2)***P. A. 485-486. Labor Law¹**

This course is designed to develop an understanding of the functioning of law and government agencies in the field of labor relations. It will present an analysis of court actions and judicial decisions on labor organizations and collective bargaining, strikes and lockouts, picketing, boycotts and blacklists. It will also survey the progress of legislation on child and women labor, convict labor, maximum hours, minimum wages, unemployment compensation, old age pensions, industrial accident and sickness insurance, conciliation and arbitration. Particular attention will be paid to the problems and responsibilities of government agencies under the National Labor Relations Act, the Social Security Act, the Railway Labor Act, the Wagner-Peyser Act, the Public Contracts Act, the Emergency Relief Appropriation Acts, and the District Minimum Wage Law.

*First and Second Semesters.—Dr. Ziskind. (3)***P. A. 681-682. Research in Administrative Law**

This is designed solely for persons who are planning to carry on a definite piece of research in this field. All arrangements relative to hours of credit, fee, and time and place of meeting must be made with the instructor through the Director of the School of Public Affairs.

*First and Second Semesters.—Commissioner Aitchison. (3)***Financial Administration****P. A. 442. Federal Accounting Procedures**

A detailed analysis of accounting procedures as developed by the Federal Government with particular reference to the activities of the General Accounting Office. Attention will also be given to accounting for state and local governments. Basic accounting principles will be reviewed during the first part of the course.

*First Semester.—Mr. Payne. (3)***P. A. 451. Federal Budgetary Administration**

A study of the problems arising out of the preparation of budget estimates within a department and their presentation to and consideration by the Bureau of the Budget and Congress; with the part the budget system plays in administration of the various departments as a result of the financial controls it sets up; with the processes and mechanisms that the Bureau of the Budget uses in the actual preparation of the Federal Budget; with an explanation of the various ways in which budget officers in the departments articulate their activities with the administrative operations of the departments; and with a discussion of the practice of requiring budgetary clearance of all legislative recommendations and proposals.

*First and Second Semesters.—Mr. Bailey and Mr. Jump. (3).**See also:*

Ec. 430. Taxation and Public Finance.

Ec. 530-531. Current Fiscal and Tax Problems.

Ec. 630-631. Seminar in Fiscal Policies.

¹Given in cooperation with the Graduate School of the Department of Agriculture.

Organization and Management of Public Offices

P. A. 423-424. Problems of Organization, Management, and Supervision

A course to acquaint the student with the organizational structure of government and private agencies; to trace the development of organization and indicate trends; to study the administrative hierarchy and its several modifications; to trace the lines of authority and locate responsibility; to discover patterns of administration; to study organizational, functional, and flow charts; to differentiate line and staff functions; to establish the position of first line supervisors; to indicate their functions in an administrative hierarchy, with their responsibilities as line agents of production and as focal points of effective staff functions; to formulate effective supervisory training programs; to develop a technique of collecting, compiling and using efficiency ratings; to study employer and employee relationships to discuss some of the problems of public relations and the influences of outside forces on organization.

First and Second Semesters.—Mr. Short. (3)

P. A. 425. Management of Business Units in Government Offices

The application of the principles of organization and management to service functions in government agencies such as: mail and messenger service; stenographic pool; purchasing and procurement; the preparation and filing of correspondence; personnel and training services; printing and duplicating. Practical analysis and discussion of the day-to-day problems of providing service for a large governmental unit.

First and Second Semesters.—Mr. Barnett. (3)

Public Personnel Management

P. A. 403-404. Problems in Personnel Administration

The purpose of this course is to assist persons engaged in or desiring to enter personnel work to secure a comprehensive view of the field of personnel administration and to clarify problems with which the personnel administrator is confronted. It covers the development of personnel administration in units of government and private industry; a brief review of federal and state civil service laws and city ordinances; the composition and organization of civil service commissions and staffs; the organization of personnel units in private industry and the functions of departmental personnel offices; recruitment; selection; promotions; educational recreational and welfare activities; dismissals and retirement.

First and Second Semesters.—Mr. Short. (3)

P. A. 407. Position, Classification and Pay Plans

An opportunity to acquire a broad understanding of principles, problems, and methods involved in these important phases of personnel administration, which should be useful in supplementing actual experience in classification work, and in providing perspective and background for other personnel activities. The course will cover such topics as the history of position-classification, especially in the Federal Government; basic principles and concepts; policies, problems, and methods involved in developing, installing, and administering position-classification and pay plans in public jurisdictions; relations to other phases of personnel

administration; and an introduction to the technique of position-analysis for classification purposes.

First Semester.—Mr. Baruch. (2)

P. A. 410. Counselling Government Employees

Arranged for personnel officers and other supervisors who are called upon to advise young people concerning their personal problems and progress. It includes a discussion of the principles and ethics of counselling, the dangers inherent in attempting to give advice, and the ordinary techniques which may be used safely, in helping young people attain a more satisfying mode of life. The problems discussed will be those which especially concern young people between the ages of eighteen and thirty.

Second Semester.—Mr. Board. (3)

See also:

Ec. 440. Labor and the Economic Order.

Ec. 541. Labor Movements.

Ec. 543. Labor and the Community.

Ec. 544. The Wage and Hour Problem.

Ec. 640-641. Seminar in Labor Relations.

Public Relations

P. A. 461. Government Copy Editing, and Abstracting

The purpose of editing; the editor's qualifications; editorial reference works; study of the Government Printing Office Style Manual including Government practice in capitalization, spelling, compounding, abbreviations; numerals, punctuation, italics, and tabular and leader work; Government printing procedure; typography and printing techniques; mechanical details of copy editing; structure of the book and the magazine; abstracting; practical exercises in copy editing and abstracting. (A thorough knowledge of English grammar is assumed.)

First Semester.—Mr. Angel. (2)

P. A. 465. Applied Government Writing

Practical use of basic principles of reader appeal as related to special problems of Government writing. Writing practice in (1) organization of material; attention, unity, coherence, (2) techniques; contrast, yardstick comparison, variety, conflict, climax, authority, reader participation, (3) style; flow, assurance, personalizing.

First Semester.—Mr. Boutwell. (3)

P. A. 466. Advanced Applied Government Writing

Open only to students who have taken Applied Government Writing or can demonstrate ability to do advanced work. Practical training in different kinds of writing Government employees are called upon to do; popular article writing, bulletins for popular use, news release writing, speeches, radio talks, special articles, syndicate stories, etc. (The following year this course will emphasize scientific and technical interpretative writing.)

Second Semester.—Mr. Boutwell. (3)

P. A. 467. Government Proofreading and Indexing

Development of speed and accuracy in reading proofs. Proof-reader's marks; galley, page, foundry, press, and other proofs. Indexing; the theory

of indexing; types of indexes; preparation of an index; review and criticism of assignments.

Second Semester.—Mr. Angel. (2)

P. A. 469a. Government Documentary Films—Their Production and Use,

Development and growing significance of motion pictures, such as "The River" and "The Plough that Broke the Plains." Discussions, lectures by visiting nationally-known Documentary Film directors and producers; actual film showings of leading Documentary Films; discussion and analysis of films shown.

Second Semester.—Mr. Nelson and Mr. Mercey. (2)

P. A. 469b. Government Use of Pictorial Aids

Development and discussion of contemporary photography and its use in Government information services. Also new developments in the use of graphs and other methods of graphic presentation of information. Camera and print clinic and field work; development of slide films; criticism by outstanding specialists in the field of photography.

Second Semester.—Mr. Stryker and Mr. Phillips. (3)

P. A. 471. Design and Typography in Planning Printing

A course to help writers and editors and those having contact with the printing office to plan their work so as to produce a more satisfactory printing result.

Printing terms, manufacturing processes; layouts and dummies; copy-fitting and preparation; printing papers and their use; photo-engravings and their application; type faces and their application; bindings and their uses; layouts for covers, titles and text pages; planning folders and miscellaneous pieces.

First Semester.—Mr. Mortimer. (2)

P. A. 472. The Preparation of Layouts and Dummies for Planning Printing

The work will consist mainly of assignments in layout to be completed by the students and which will be discussed in class; blackboard layout in which the students will participate; the use of illustration in layout, and the general application of type layout and design.

The program will be based primarily on government publications but some samples of printing from other sources will be discussed and analyzed as well.

Second Semester.—Mr. Mortimer. (2)

See also:

Pol. Sci. 419. Public Opinion.

Pol. Sci. 420. Political Parties.

Pol. Sci. 581. Seminar in Pressure Group and Party Politics.

The student in Public Administration and Political Science will also be interested in the course offerings in the following fields in which public administration principles may be applied:

Money and Banking—p. 58.

Labor Economics—p. 62.

Public Utilities, Transportation, Communication—p. 63.

Agricultural Economics and National Resources—p. 64.

Social Security Administration—p. 88.

SOCIAL ECONOMY

LEON C. MARSHALL, *Chairman*

CAROLINE F. WARE, *Student Adviser*

JOHN E. BENTLEY

ARTHUR J. ALTMAYER

EWAN CLAGUE

CORNELIUS R. P. COCHRANE

ERNST CORRELL

JOHN J. CORSON

WILLIAM H. GILBERT, JR.

A. FORD HINRICH

GLEN LEET

CHARLES P. LOOMIS

FRANK W. LORIMER

KARL PRIBRAM

ELWOOD STREET

CARL TAYLOR

OSCAR WEIGERT

EDGAR YOUNG

401. Social Forces in American Society

Designed to provide a basic course for students in social economy and to acquaint students of public administration, political science, and economics with the social setting within which policies are formed and carried out. The course will inquire into the characteristics, location, economic adjustment and social adjustment of the American people, with reference to the present frontiers of knowledge, techniques of research available for extending those frontiers, and the implications of existing social knowledge for public policy.

First Semester.—Associate Professor Ware. (3)

402. Social Economy Perspectives

Types of the European and the American economy will be studied by giving attention to public policies that concern the welfare of society as expressed in social work and social legislation; historical perspective and actual significance of social policies.

Second Semester.—Professor Correll. (3)

403. Population Prospects

An introduction to the methods and results of recent population analysis, with special attention to the trend of the national population and related problems.

First Semester.—Professor Lorimer. (3)

407-408. Principles and Current Problems of Social Security

Principles of social security legislation; European and American experience; current problems in the determination of policy and in administration.

First and Second Semesters.—Dr. Clague, Dr. Weigert, Dr. Altmeyer. (3)

409. Public Welfare Administration

The purpose of this course is, through discussion, to set up an adequate public welfare plan for a typical state, county, and city. State laws; methods

of organization of typical agencies; services rendered; relations with the Federal government, with private agencies, with the general public.

First Semester.—Mr. Street. (Given in 1938-39.)

410. Current Social Legislation¹

Second Semester.—Mr. Lect. (3)

411. Rural Life of the United States¹

This is a course in the history, development and present characteristics of the different rural cultural regions of the United States.

First Semester.—Dr. Carl C. Taylor and Dr. Charles P. Loomis. (2-3)

440. Juvenile Delinquency

An analysis of failures in the home, school, and community that lead to delinquency. A discussion of the policies and practices in the guidance of youth which may effectively help in the prevention of delinquency.

Second Semester.—Professor Bentley. (3)

507. The Worker's Income

Measuring annual income, weekly earnings and hourly rates; wage rates and labor costs; productivity and income; family wage and socialized income. For students with a background in economics and statistics.

First Semester.—Dr. Hinrichs. (3)

509. Economic Insecurity

An examination of the industrial order with particular emphasis upon the fundamental and immediate causes of insecurity and instability. The economic and social consequence of unemployment, loss of income, instability of prices, poor adjustment of income and expenditure are analyzed particularly from the point of view of the consumer and the employee.

First Semester.—(3)

513. American Communities

This course will analyze the economic foundation, social and political structure, and impact on individual personality of different types of American communities. It will study those things about a local community, its institutions, and its people which public officials, teachers, social workers, editors, labor leaders, or ministers need to understand in order to function effectively.

Second Semester.—Associate Professor Ware. (3)

518. Rural Social Psychology¹

This course reviews the basic fields of social psychology and then deals with cultural and psychological differences between the rural and urban worlds of behavior and thinking.

Second Semester.—Dr. Carl Taylor and Dr. Loomis. (2-3)

521. Economics of Housing

Factors affecting private housing. Problems of public housing in the light of these factors.

First Semester.—Dr. Pribram. (3)

¹Given in cooperation with the Graduate School of the Department of Agriculture.

530. Public Responsibility for Medical Care

The need for medical care, methods both public and private through which medical service is offered at present, and the financial problem of supplying adequate medical care. Experiments in cooperative and group medicine; recent proposals of medical societies and public organizations.

Second Semester.—(3) (Given in 1938-39.)

544. Old Age Retirement Systems

The provisions and administration of old age benefits under the Social Security Act, the Railway Retirement Act and other public retirement systems; industrial pensions.

Second Semester.—Dr. Corson. (2)

546. The State and Population

Population programs in France, Germany, Italy, Sweden and other countries, as regards incentives, measures, and effects. Conditions affecting the development of population policy in the United States: economic effects of population change, implications of trend and distribution of population for agriculture, industry, health, education and community relations; qualitative population trends; objectives and measures of population policy.

Second Semester.—Professor Lorimer. (3)

522. Public Employment Exchanges

Second Semester.—Mr. Young. (2) (Given in 1938-39.)

610. Seminar in Administration of Unemployment Compensation

First Semester.—Mr. Cochrane. (2) (Given in 1938-39.)

601-602. Research Seminar

Students writing theses will join the seminar in Problems of Urbanization if their theses fall within this field. Others will receive thesis supervision on an individual basis.

First and Second Semesters.—Associate Professor Ware. (3)

603-604. Seminar in Problems of Urbanization

Urban culture, rural-urban trend, urbanization of rural areas, suburban development. Economic aspects. Cultural conflicts and impact on personality.

First and Second Semesters.—Associate Professor Ware. (3)

607-608. Seminar in Unemployment Insurance and Relief

European and American experience in dealing with unemployment by insurance, relief, public works and other forms of aid.

First and Second Semesters.—Dr. Weigert. (3)

609-10. Seminar in Population Problems: Biological and Psychological Aspects of Reproduction

Studies in biological and psychological factors affecting fertility: the relation of reproduction to individual and group differences in personal characteristics.

First and Second Semesters.—Professor Lorimer. (2)

611-612. Seminar on Internal Migration Methods of Measurement

Redistribution trends in relation to economic opportunity. Selective factors and differentials.

First and Second Semesters.—Professor Lorimer. (2)

See also:

Econ. 473—Labor and the Economic Order.

Econ. 571—Labor Movements.

Econ. 544—Wage and Hour Problem.

Econ. 613-614—Seminar in Labor Relations.

Ec. Hist. 407-408—Development of American Culture.

Ec. Hist. 543-544—Intellectual History of Europe.

Ec. Hist. 607—Seminar in Religion and Economics.

Econ. 560—National Land Problems and Policies.

Int. Affairs 611-612—Research in Problems of Immigration and Naturalization.

Pol. Sc. 419—Public Opinion.

Pol. Sc. 534—The Sociological Approach to Governmental Problems.

Stat. 463-464—Labor Statistics.

Stat. 418—Statistical Field Studies.

Stat. 461—Census Statistical Methods.

Pol. Sc. 404—Relation Between Federal, State and Local Governments.

Pol. Sc. 536—Municipal Government.

Pol. Sc. 581—Seminar in Pressure Groups and Party Problems.

Pub. Ad. 485—Labor Law.

Attention is called to background courses in History and Political Science, and to related offerings in Economics.

STATISTICS

ARYNESS JOY, *Chairman*

BEATRICE AITCHISON
CALVERT L. DEDRICK
LESTER R. FRANKEL
REGINALD G. HAINSWORTH
HOWARD B. MYERS

JACOB PERLMAN
C. M. PURVES
J. STEVENS STOCK
ALEXANDER STURGES
JOHN N. WEBB

GROUP A—*Background courses for non-specialists not carrying graduate credit.*

101. Elementary Statistics

This course covers statistical sources, uses and elementary methods, with examples from actual problems; how to make tables, charts, graphs; how to compute averages, percentages, ratios. No prerequisites. No graduate credit.

First Semester.—Dr. Aitchison. (3)

201. Principles and Practice of Graphic Presentation of Economic Data¹

This course consists of practice in the making of principal types of graphic illustrations of statistical materials, including both charts and maps, and the basis of selection of the type of illustration to be used in accordance with the requirements of the data. No graduate credit.

First and Second Semesters.—Mr. Hainsworth. (2)

GROUP B—*For advanced students in the Social Sciences who are using statistics extensively, but are not primarily interested in the mathematical approach.*

401-402. Statistical Methods

The emphasis in this introductory course in statistics, designed primarily for graduate students, is on the application of statistical methods to the practical problems of research and analysis in the social sciences. The two semesters together provide a full non-mathematical course in statistical methods. Either semester may be taken alone for credit.

The first semester gives a general introduction to statistical methods for those not interested in special statistical techniques, or for those who wish to go on to study the application of statistics to a specialized field in the social sciences. It is devoted to a study of methods for handling large masses of information in numerical form, the computation and use of averages and measures of variations, the meaning and application of sampling in research work, and the interpretation and testing of statistical measures.

The second semester covers applications of the basic methods of

¹Given in cooperation with the Graduate School of the Department of Agriculture.

statistics to the making of index numbers, the analysis of time series and seasonal variations, correlation, and methods of estimation.

Statistics 401 or its equivalent is a prerequisite for admission to 402. Course 401 is offered both first and second semesters; course 402, second semester only.

First and Second Semesters.—*Dr. Webb and Dr. Aitchison; Mr. Stock and Mr. Frankel.* (3)

418. Statistical Field Studies

This course is designed to teach students how to conduct field studies. It analyzes the preparation of the basic research plan; development of the questionnaire or schedule and instructions; conduct of work in the field; tabulation and analysis of the data; and preparation of the final report. Emphasis is placed on methods and procedures currently used by Federal research agencies, and illustrations are drawn from actual studies in the social sciences. The student is required to develop each of the major steps necessary to a statistical field study, as a laboratory exercise. Prerequisites: Statistics 401 or its equivalent, or permission of the instructor.

Second Semester.—*Dr. Myers.* (3)

461. Census Statistical Methods²

This course describes the statistical methods used in the handling of all important national censuses, with particular emphasis upon the plans for the Censuses of 1939 and 1940. Special attention is given to schedule design, definitions, field methods, editing and tabulating procedures, and the pre-publication analysis of census data. Lectures will be supplemented by a syllabus of census schedules, instructions, tabulation forms, and other materials relating to each major census inquiry, and by special discussion groups on particular censuses. Among the censuses to be studied are: The decennial census of population—including data on families, occupations, and unemployment—the census of agriculture, the census of manufactures, the census of distribution, and special institutional censuses and vital statistics.

First Semester.—*Dr. Dedrick and Associates.* (3)

463-464. Labor Statistics—A Quantitative Approach to Labor Economics³

This course is devoted to a description and critical analysis of sources of statistical data used in the field of labor economics and of the methods used in their collection, analysis and presentation.

The first semester gives a description of statistics of prices and the cost of living; wages and hours, employment and payrolls; labor productivity data; such personnel factors as labor turnover, absenteeism and age statistics; industrial accidents; trade union membership; industrial disputes; use of statistics in collective agreements.

The second semester presents an analysis of the extent to which statistics contribute to the solution of special problems such as the composition of the industrial population, unemployment, hours of labor in relation to unemployment, wage differentials and labor costs, real wages, labor income, and social security. Prerequisites: Course 401 or its equivalent.

First and Second Semesters.—*Dr. Perlman.* (2)

²Given in cooperation with the Bureau of the Census of the Department of Commerce.

³Given in cooperation with the Bureau of Labor Statistics of the Department of Labor.

465. Industrial and Financial Statistics

This course describes the leading series of industrial and financial statistics currently in use in analyzing the domestic economic situation, their sources, methods of compilation, limitations and uses. Special lecturers will present certain specialized statistical fields.

Second Semester.—Instructor to be announced. (3)

613-614. Seminar in Advanced Statistical Projects

This course provides an opportunity for specialized study and actual practice in statistical work for advanced full-time graduate students. Arrangements for part-time work and study will be made in an appropriate Federal department or agency in accordance with the requirements of each student's program. Limited to ten students. Prerequisite: Statistics 401 and 402 or 418 or their equivalent in training or experience; admission on permission of the instructor. No regularly scheduled lectures.

First and Second Semesters.—Miss Joy. (3-6)

GROUP C—For those who desire to become mathematical statisticians.

431. Index Numbers and Time Series Analysis¹

The problems of construction, sampling, weighting of various types of index numbers, and of collecting material are taken up in this course and an analysis is made of the more commonly used index numbers of prices, production and banking statistics. The analysis of time series includes a review of the methods of measuring and application to specific problems. Prerequisite, course 401-402 or its equivalent.

First Semester.—Mr. Purves. (2)

432. Correlation Analysis¹

This course covers the application of advanced correlation methods to practical problems, particularly those involving time series. Various methods including mathematical and freehand multiple curvilinear correlations, use of logarithms and first differences and point correlation are applied to a specific problem chosen for analysis. Emphasis is placed upon the limitations of the uses of correlation techniques and the significance of results obtained. The course also includes a brief review of the analysis of variance and its relationship to correlation.

Second Semester.—Mr. Purves. (2)

433. The Interpretation of Statistical Calculations¹

Statistical procedures are discussed in relation to a broad theory of knowledge so that the student can distinguish clearly those problems in which statistics is of fundamental importance from those in which it is insignificant. The work of the two semesters is not definitely separated. The first deals mainly with the philosophy and assumptions involved in statistical inferences; the second deals with the selection of statistical procedures, both for description and for inference, in a variety of types of problems. Though all procedures discussed are reviewed briefly this is not a course in *how* to perform them but in *why* and *where* they add to knowledge. Prerequisites: Courses 401 and 402 or equivalent.

First and Second Semester.—Mr. Sturges. (2)

¹Given in cooperation with the Graduate School of the Department of Agriculture.

AUXILIARY COURSES

Soc. Ec. 405. Social Philosophy

Social Philosophy has for its field that of the postulates which underlie all the Social Sciences. Those who enter upon such a course for the first time realize that they have entered a new world of thought. Hence the only prerequisite is an open mind, and the procedure is that of discussion of problems.

First Semester.—Professor Collier. (3)

Phil. 444. Theory of Thought and Knowledge, and Metaphysics

The Theory of Thought and Knowledge, and Metaphysics have for their field the Principles of Philosophy. Every person, unconsciously or consciously, has a philosophy; and every subject rests upon a philosophy. It is the business of Philosophy to justify or condemn the underlying principles of every subject.

Second Semester.—Professor Collier. (3)

310-311. French Social Science Literature

A reading group to devote special study to one or more original French texts in accordance with research interests of participants.

Students taking part in this circle are expected to prepare individual sections of the French texts for translation and to report. A technical equipment in the elementary knowledge of the language is a prerequisite.

First and Second Semesters.—Professor Correll. (No credit for graduate students.)

312-313. German Social Science Literature

A reading group to devote special study to one or more original German texts in accordance with research interests of participants.

Students taking part in this circle are expected to prepare individual sections of the German texts for translation and to report. A technical equipment in the elementary knowledge of the language is a prerequisite.

First and Second Semesters.—Professor Correll. (Not credit for graduate students.)

314-315. Spanish Social Science Literature

A reading group to devote special study to one or more original Spanish texts in accordance with research interests of participants.

Students taking part in this circle are expected to prepare individual sections of the Spanish texts for translation and to report. A technical equipment in the elementary knowledge of the language is a prerequisite.

First and Second Semesters.—(No credit for graduate students.)

PROGRAM FOR FULL-TIME UNDER-GRADUATE STUDENTS

The American University's program for full-time undergraduate students is carried on through its College of Liberal Arts, and, for students who desire to specialize in either public or business administration, through its undergraduate division of the School of Public Affairs.

The University's campus for full-time undergraduate students is located at Massachusetts and Nebraska Avenues, Northwest, and comprises eighty acres of woodland in suburban Washington about six miles from the Capitol. The elevation is one of the highest in the District of Columbia.

The University's undergraduate degrees are accredited by the Middle States Association of Colleges and Secondary Schools. The College of Liberal Arts is recognized as a standard college of class "A." It is on the approved list of the American Association of University Women, and the Board of Education of the Methodist Episcopal Church. It is a member of the Association of American Colleges.

A student enrolled at the College of Liberal Arts may work for a Bachelor of Arts degree with a major in any one of the following departments: art, biology, chemistry, classical languages, economics, education, English, French, German, history, mathematics, philosophy, physics, political science, psychology, religion, social science, sociology, Spanish, or speech.

A student at the College of Liberal Arts may also work for a Bachelor of Science degree in one of the Natural Sciences. Such a student may concentrate his work in the fields of biology, chemistry, or mathematics and physics.

A student enrolled in the undergraduate division of the School of Public Affairs may work for either the degree of Bachelor of Science in Business Administration or the degree of Bachelor of Science in Public Administration.

The University also conducts through its School of Public Affairs a late afternoon and evening program for part-time undergraduate students. Students participating in this program may work for either the degrees of Bachelor of Science in Business Administration or the degree of Bachelor of Science in Public Administration.

Persons desiring additional information relative to the University's undergraduate program should write to:

*Registrar for Undergraduate Students
The American University, Washington, D. C.*

DOES NOT CIRCULATE

